

Adirondack Community Church
2583 Main Street
Lake Placid, NY 12946

WEDDING INFORMATION- Page 1

Congratulations! The Adirondack Community Church is delighted to share in your wedding. This information should help answer questions you may have. Additional guidance is always available from the church office.

Time and place: The date and time of both the wedding and rehearsal should be discussed with the church administrative assistant as soon as possible. These dates will then be tentatively reserved until the church receives the completed application (attached). Upon receipt of the agreement and check, your date will be reserved. The church sanctuary seats 150 people comfortably. Up to 200 can be added with chairs.

Costs: The church asks for a donation of \$750 from non-members for the use of the sanctuary and custodian fee. Pastoral fee is an additional \$300 payable at the time of the wedding rehearsal. Initial \$750 payment is due with the application. Receipt of payment will reserve the church for your wedding. There is no fee for members of Adirondack Community Church but Church members are asked to compensate the custodian \$100 for his services.

Music: If you choose to have our church organist at your wedding you can contact him directly: Joey Izzo can be emailed at: joeyizzo.94@gmail.com or called at 518-524-8042. Fees are to be arranged between the bridal party and the musicians directly without involvement of the church unless other arrangements are made. You can also provide your own music or musicians but please let us know your plans.

Custodian: Mr. Monroe, our church custodian, runs the sound equipment, and will make sure that the sanctuary is clean and ready for you and will then clean the sanctuary again after your wedding.

Please be informed that you are responsible for the setting up/decorating of the sanctuary in consultation with the Church staff. There will be a staff member present during your rehearsal and wedding.

Parking: We do *not* have a church parking lot. There is a Municipal Parking Lot directly across the street and there are limited spaces on the street.

Minister: The Pastor requires that you meet for pre-marital counseling. If you wish to have your own clergy person officiate at your wedding they must be approved by the pastor.

Marriage License: You are required to have your NYS marriage license given to the Pastor prior to the wedding.

Rehearsal: *All persons* taking part in the ceremony should arrive promptly for rehearsal, which should last approximately one hour.

Flowers: Several area florists provide pew ribbons to mark off family sections as well as a runner for the aisle. If you plan to leave the flowers for Sunday church service, please let us know. Flowers can be delivered to the church anytime during the day.

Photographer: Photographs may be taken during the ceremony at the discretion of the Pastor.

No smoking or alcoholic beverages are permitted anywhere on the premises.

Other:

We ask that confetti and/or rice not be thrown as it is environmentally and physically hazardous. We recommend rose petals, birdseed or bubbles as alternatives.

If we can be of any further assistance please feel free to contact the church at 518-523-3753 or info@adkcomchurch.org. The church office is open on weekday mornings, M-W&TH, 9:00 am-1:00 pm and Tues 12-4 pm. We are closed on Fridays. Our administrative assistant is happy to answer your questions and familiarize you with our facilities during those hours or you may contact the church via email at: info@adkcomchurch.org.

We look forward to hearing from you.

_____ Date

_____ Signature of Agreement

WEDDING Agreement (please mail to us along with check for \$750) Page 2

Rehearsal: date/time _____

Wedding: date/time _____

Contact Information

Bride's Name: _____

Groom's Name: _____

Address: _____

Email: _____

Cell phone #: _____

Approximate number of guests: _____

Person performing the ceremony: _____

If using a Wedding Planner

Name: _____

Phone #: _____

Circle the appropriate response

Photographer: Yes No

Name: _____

Flowers: Yes No Name: _____

Approximate Flower delivery time? _____ Will flowers be left for Sunday Service? _____

Fee Structure:

_____ \$750 for use of Church (Rehearsal, Wedding, Custodial & Sound Board Service (and to reserve)

_____ \$300 Paid directly to Pastor at time of Rehearsal

_____ \$150 Paid Directly to Organist at time of Rehearsal

NO Smoking or alcoholic beverages are permitted anywhere on the premises.

Music needs

Church musician(s): Yes No

Will provide your own music? Yes No

If Yes, will you need to use our sound system? Yes No

Will you need microphones for the service? Yes No

Signature of Agreement: _____

Date: _____