



## **West Bridge Church Wedding Agreement**

Congratulations on your engagement and upcoming wedding! To help us be as effective as possible in serving you we would like to provide you with the expectations West Bridge has about the couples we marry as well as what you can expect from our pastors. Please look over this packet, fill out the questionnaire and send it back to our office at West Bridge Church. If you have any questions, feel free to email us at [info@westbridgedanville.com](mailto:info@westbridgedanville.com). Thank you!

Church Staff  
West Bridge Church



### Wedding Request Form

**Requester:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Brides Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Do the bride and/or groom attend West Bridge: YES  NO

If not, where and how frequently: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Ceremony will be held at: \_\_\_\_\_ Time: \_\_\_\_\_

Reception will be held at: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pastor officiating wedding: \_\_\_\_\_

Phone number of officiating pastor if outside of WBC: \_\_\_\_\_

### Personal Bio Information

As a church our passion is to do all that we do in a way that pleases God. The institution of marriage is a gift from God. He's also given us some very clear guidelines to follow in the Bible regarding marriage. To avoid any miscommunication we want to be up-front with you regarding what we feel God expects of a Christian wedding. We understand you may not agree and we regret not being able to be a part of your special day. But we want you to know that you're always welcome to worship with us at West Bridge. If you're not a follower of Christ and would like to know more we'd love to talk with you! Not only will He help your marriage thrive - He will help you thrive in every area of your life. Thanks for providing us with this information!

Are you trusting Jesus Christ as your Savior? Bride:  Groom:

Have you been married before? (yes or no) Bride:  Groom:

How long have you been dating/engaged? \_\_\_\_\_

If you plan on having one of our Pastors officiate your wedding you'll need to take part in our premarital counseling. Are there any dates or time that work best for this? \_\_\_\_\_

(If you are having your wedding at West Bridge, please continue to fill out the form)

What facilities are you requesting?  Auditorium  Gym  
 Fireside Room  Classrooms  Kitchen

Will you be using West Bridge for your rehearsal dinner?:

Caterer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

What additional items will you need?

- Sound/Video/Graphic support  Tables for rehearsal dinner
- Musical Equipment  Kitchen for rehearsal dinner
- Piano (in sanctuary)  Other (please specify):

1) **FACILITY USAGE GUIDELINES:** Please note the following guidelines for our facility use. The fee of \_\_\_\_\_ covers the cost of setup, teardown, cleaning and resetting our building. We need a few technically trained individuals as well as custodial workers.

- West Bridge will provide an experienced Wedding Coordinator for your ceremony.
- All events must end by 11pm to comply with County sound ordinances and in order for clean-up and closure of the site by 12am.
- Once the church is open, you or a designated person is responsible for the building.
- NO ALCOHOLIC beverages are permitted in the building or on the church property.
- We will need to know if tables are needed for dinners. We have a limited number available.
- The facilities requested will be set up and prepared 24 hours prior to date of use as long as regular meetings permit us to do so.
- The couple will be responsible for the installation and removal of all decorations. Please have someone available to take down the decorations within two hours of the ceremony ending.
- Candles must be approved by the facility. All candles must be contained or enclosed in glass.
- Decorations may not be hung from \_\_\_\_\_ (please see wedding coordinator). All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the CLIENT(S) and the venue.
- NOTE: the only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decorations must be freestanding. Nails and staples may not be used on the floors.
- Note: \*If you are interested in using West Bridge for your reception there is an additional form to be filled out.

NOTE: (Refund Policy: If for any reason you cancel the wedding or use of our facilities, your money will be refunded minus a \$50 administration fee. If you do need to cancel, we ask that you do so in writing).

2) **LOGISTICAL PLANS:**

West Bridge Church and its wedding coordinator must approve all proposed logistical plans for the use of the premises a **minimum of thirty (30) days** prior to the event.

3) **ASSUMPTION OF RISK:** Using West Bridge Church for a wedding/reception event carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from (i) minor injuries, (ii) catastrophic injuries. The CLIENT acknowledges that every precaution will be taken by West Bridge Church in ensuring its safety. However, in the absence of willful misconduct or gross negligence, West Bridge Church will not be responsible for any injuries to any parties in attendance at the wedding/reception event.

4) **WAIVER OF LIABILITY:** The CLIENT agrees to release, waive, discharge and covenant not to sue West Bridge Church or any service provider of West Bridge Church, from any and all liabilities, claims, losses, demands, or causes of action, except in the event of gross negligence of West Bridge Church, that may arise from or be related to any loss, damage, accident, illness, or injury, including death, which may be sustained by the CLIENT or the CLIENT'S guests while attending the wedding /reception event at West Bridge Church. The CLIENT agrees to further release, waive, discharge and covenant not to sue West Bridge Church from any liabilities, claims, losses, demands, or causes of action, except in the event of gross negligence of West Bridge Church, which may arise from or be related to any loss, damage, accident, illness or injury, including death, which may be sustained as a result of any vendors or service providers to the wedding/reception event.

5) **HOLD HARMLESS & INDEMNIFICATION:** The CLIENT agrees to defend, indemnify and hold harmless West Bridge Church from and against every loss, claim, expense (including attorney's fees and costs), liability or payment by reason of any damages or injury to person (including death) or property (including loss of use or theft thereof) directly or indirectly arising out of, or in connection with this Agreement, in proportion to and to the extent that such injury death or damage in caused by the actual or claimed tortuous conduct (active or passive) of the CLIENT or the CLIENT'S guests.

6) **SIGNATURES:** I have read and understand the policies and payment procedures outlined in this agreement and understand the requirements for a pastor of West Bridge Church to officiate our wedding. I agree to pay all required fees.

\_\_\_\_\_  
(Bride's Name here, financially responsible for all the above)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Groom's Name here, financially responsible for all the above)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the form to [info@westbridgedanville.com](mailto:info@westbridgedanville.com) or mail a hard copy to West Bridge Church, 1521 S CR 75 W, Danville IN 46122. Thank you!

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Office Use:

- Date confirmation**
- Pastor**
- Wedding coordinator**
- Facility team**
- Sound Technician**
- Payment Collected**

\_\_\_\_\_  
**Office Point Person**

\_\_\_\_\_  
**Date**