

**Contract for the Private Use of the Facilities for a Wedding
at First Congregational Church in Manchester, Vermont**

P.O. Box 588, Manchester, VT 05254, 3624 Main Street, Rt. 7A

office@fccmanchester.org 802-362-2709

Reservation for this wedding date was made on: _____

Date of Ceremony to be reserved: _____ Time: _____

Date of Wedding Rehearsal: _____ Time: _____

A 50% downpayment is due at the time of booking. The remaining 50% is due six (6) months before the ceremony. In the case of weddings scheduled within 6 months of the wedding date, the entire payment is due at the time of the booking. All payments are non-refundable.

FCC reserves the right to relinquish your date if the final 50% is not paid six (6) months prior to your wedding date.

First Congregational Church is an alcohol-free and smoke-free campus. Consumption of such is not permitted on the grounds or in the buildings.

Attending parties agree to comply with FCC's enactment of Vermont State Covid-19 protocols.

I have read and accept the above terms: _____
Signature and date

Balance due on: _____

First check# _____ Second check# _____

PERSONAL INFORMATION:

Bride's Name: _____

Groom's Name: _____

Person(s) financially responsible (Contracting Party):

Mailing Address: _____

Phone: _____ Email: _____

Check one:

Sanctuary Wedding (accommodates up to 350 guests): \$1,750.00

Chapel Wedding (Memorial Chapel accommodates up to 25 guests): \$1,050.00

IMPORTANT: It is assumed that you will be using FCC's Pastor as your Officiant, and FCC's pianist/organist.

If your plans differ, please explain below for us to review and approve.

If you plan to have guest musicians, who will they be?

Do you have a Wedding Planner, and if so, who is it?

Who do you plan to use as your florist?

The Undersigned Parties agree that:

Any changes in the date and time of the wedding ceremony and/or related services must be approved by the church and confirmed in writing/email communications.

Please return a signed copy of this contract with your non-refundable payment.

To contact First Congregational Church please call 802-362-2709 or email:
office@fccmanchester.org

Date: _____ Signed: _____

Date: _____ Signed: _____