

**Corona Seventh-day Adventist Church**

*Wedding Application*

Wedding Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ Number of Guests \_\_\_\_

Rehearsal Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ (See chart for Saturday night times)

*Bride's Information*

Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Membership \_\_\_\_\_

*Groom's Information*

Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Membership \_\_\_\_\_

*Officiating Minister*

Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Should we return the deposit, please let us know who should receive the monies.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**When the application is approved, a copy will be sent to our church wedding coordinator who will contact you.**

**Church Contact Information and Church Personnel**

Corona Seventh-day Adventist Church  
Address: 2550 South Main Street, Corona, CA 92882  
Phone: (951) 737-5953 Fax: (951) 737-1143  
Email: [coronasda@sbcglobal.net](mailto:coronasda@sbcglobal.net) Website: [www.coronasdachurch.com](http://www.coronasdachurch.com)

Becky Martinez, Office Secretary  
Ruth Nelson, Facility Coordinator  
Chuck Nelson, Facility Coordinator/PA Technician  
MaryLou Ham, Facility Coordinator/Music Consultant

Tonjha Major, Church Wedding Coordinator  
Vicki Murray, Church Wedding Coordinator  
Sandra Serna, Church Wedding Coordinator

Please be sure to read the policies prior to signing this form. Please initial next to each policy. By initialing next to each policy, you agree to abide by them. We come from varied cultural and religious backgrounds and we want to be sensitive to special and unique situations that do not precisely fit the items outlined in our policies. If you have any questions or concerns about our policies, please contact the Church Office.

The Corona Seventh-day Adventist Church welcomes those of you who wish to have your wedding vows celebrated here. We want to make this important event in your life a dignified and worshipful time, rich with joy and happiness. While no two weddings are ever exactly the same, there are certain basic principles that reflect Christian taste and reverence. As you prepare for your wedding in our church, please adhere to the following policies. Please remember that this is a House of God. Our primary function is not just a wedding venue, but to provide a House of Worship where God's presence and blessing are part of the wedding ceremony.

**1. Rental Fee**

The wedding rental fee is \$1,500.00 for using the Sanctuary for 10 hours during the months of October through May. The rental fee for the months of June through September is \$1,800.00 for using the Sanctuary for 10 hours. If you go over 10 hours, you will be charged the hourly rate of \$250 per hour. **A deposit/security fee of \$500.00 must be turned in with the application. The rental fee must be turned in 1 month after approval of application.** If you leave the church undamaged, trash is picked up, and personal belongings/vendor materials removed, we will consider returning the deposit. **The following items will jeopardize the return of any monies:**

- o Disregarding the rules of the agreement (**any** of our wedding policies).
- o Failure to comply with request of our church wedding coordinator or church facility coordinators.
- o Damage to facility or equipment.
- o Inappropriate music.

We will receive a report from our church wedding coordinator and church personnel. Should we choose to return the deposit to you, the monies will be sent to the person you choose (see wedding application).

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

**2. Hours**

**The facility may be used for 10 hours total.** This includes meeting with our church wedding coordinator, rehearsal, decorating, set up, ceremony, take down and clean up time. The Sanctuary will be available for 2 hours for the ceremony. If you exceed 10 hours, you will be charged the per hour fee (see #1).

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

**3. Number of Guests**

Because of fire and safety codes, **no more than 500** people are allowed in the Sanctuary.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

**4. Pre-Marital Counseling**

Because this church believes in, and honors the sacredness of marriage, we desire that your marriage be the best it can possibly be, therefore we value pre-marital counseling with a pastor, counselor, therapist, or a series of qualified pre-marital classes as preparation for marriage. This counseling should include a minimum of 7 or 8 hours covering such areas as communication skills, family systems and background, religion roles, finances, conflict resolution, sexuality and values. **We require the form provided in the wedding application be filled out by the professional who has conducted the pre-marital counseling indicating that you have fulfilled the above requirements.** If you need assistance with finding a professional to meet with or information on classes in the area, the church office is happy to provide you with information.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

**5. Pastor Performing the Ceremony**

If the officiating minister is not a member of the Corona Seventh-day Adventist Church Pastoral Staff, the Bridal Party must confer with our before finalizing their choice of officiating minister.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 6. Wedding Coordinator

**We require that you use one of our church wedding coordinators.** It is important that you work closely with our coordinator and officiating minister so that your wedding will be appropriately planned. **Our church wedding coordinators are here to guide you and make sure the policies are followed. They are not wedding planners.** Plan on meeting with our church wedding coordinator and officiating minister at least 30 days prior to your wedding. While you may have your own wedding coordinator or wedding planner, **your coordinators will be under the direction of our church wedding coordinator and facility coordinators.** If you have your own wedding planner or wedding coordinator, we must meet with them at least 30 days before your wedding date. All people involved in wedding decisions must communicate with our church wedding coordinator ahead of time.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 7. No Friday Evening and Saturday Weddings

Because Saturday is our day of worship and also because of frequent schedule conflicts, **our church is not available for weddings from sundown Friday to sundown Saturday.** No Saturday evening weddings are permitted.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 8. Rehearsal Schedule

**Our church wedding coordinator will work with you on scheduling your rehearsal.** Schedule your wedding rehearsal only after you have consulted with both our church wedding coordinator and the officiating minister. Your plans should be well organized so that the rehearsal and decorating are completed by 11:00 p.m. on Saturday night. During the summertime **and upon availability of church personnel,** we will allow Friday rehearsals. Friday rehearsals should be completed 30 minutes before sundown and all **equipment must be put back in place for our worship service.** All members of the wedding party should be present and on time.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 9. Decorating

The Sanctuary is available for decorating on Saturday nights. **Nails, tacks, staples and/or masking tape** in the church furniture, woodwork or walls **are not permitted.** There will be a \$10 fine for each nail, tack, staple and/or piece of masking tape, which is removed from any furniture, woodwork or wall following the wedding. **Only blue painter's tape or paper tape may be used.**

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 10. Damage

You will be charged for any damage occurring to any equipment, furniture, walls, and/or carpet. **Repairs will be done by the vendor of our choice.**

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 11. Equipment

The rental fee includes the use of some of our equipment. A list of the equipment available is included in the wedding application. Only the equipment you indicate you will need from the wedding application may be used on the wedding day. No equipment is to be taken off our premises. No equipment (including furniture) is to be moved unless approved by and under the direction of our church facility coordinators. You will be charged for any damage sustained to any of the equipment. **Repairs will be done by a vendor of our choice.** If you need additional equipment, you may rent it from a vendor of your choice.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 12. Piano & Organ

**The pianos in the Sanctuary and Choir Room can only be moved under the direction of our church facility coordinators.** If these instruments sustain any damage, you will be charged for repairs. **Repairs will be done by a vendor of our choice.**

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

## 13. Music

Weddings are worship services, and only music appropriate to worship should be used, whether vocal or instrumental. Please limit all wedding music to music that is worshipful and inclusive of God. **To avoid any misunderstanding, please submit all your wedding music to the church office no later than 4 weeks**

**before the wedding.** A list of recommended music and a music consultant are available upon request.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **14. Photography/Videography**

We require the names and phone numbers of your photographer and videographer so we may send them copies of our guidelines. **No distracting pictures/video are to be taken during the ceremony.** The wedding photographer/videographer must confer with both our church wedding coordinator **and** officiating minister **before** the wedding service regarding **any** use of floodlights or other excessive photography/videography equipment. Photographers/Videographers must dress appropriately: no shorts, jeans, t-shirts, tennis shoes, or clothing with advertising on it. We expect the Photographer and Videographer to work together. Picture/video can be taken on stage only from a stationery discrete position.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **15. Rice, Confetti and Flower Petals**

**Rice and confetti** may not be thrown or used on the church premises. Items to be thrown and the use of flower petals must be discussed with our church wedding coordinator. Real flower petals (for the bride to walk on) are not allowed. You may use silk petals or any **artificial** flower petals.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **16. No Smoking**

**We are a Non-Smoking Facility. Smoking is prohibited** on the entire church property, including restrooms, changing rooms, hallways, outside walkways and parking lot.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **17. No Alcoholic Beverages**

**No alcoholic beverages** may be served or consumed anywhere on the church premises.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **18. No Dancing**

No dancing of any kind is allowed anywhere on the church premises.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **19. Candles**

**Because of fire and safety codes, only candles** furnished by the church may be used during the ceremony. **The unity candle must be approved by the Church Office.**

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **20. Parking and Safety Codes**

**Exits** (anywhere in the facility, including outdoor gates) **cannot** be blocked at any time. **No parking (including loading/unloading) in red zones at any time.** Observance of all city codes for parking (including handicapped parking) and fire safety regulations must be adhered to. Violators will be towed at vehicle owner's expense.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

#### **21. Cancellation Policy**

If cancellation occurs within thirty (30) days of scheduled event, half of the deposit will be forfeited. Cancellation within seven (7) days of scheduled event will forfeit the entire deposit.

Bride's Initials \_\_\_\_\_ Groom's Initials \_\_\_\_\_

# Corona Seventh-day Adventist Church

# Equipment and Pricing

The rental fee for our facility is discussed in the wedding policies. This form must be turned in 1 month before the wedding to the church office. If you have any questions, please contact the Church Office.

The cost of the use of the equipment and services are included in the wedding rental fee. Additional services are available upon request or as needed.

Please check the item needed and the amount (i.e. microphones, 2).

<u>Equipment (included unless otherwise stated)</u>	<u>Amount Available</u>	<u>Amount Needed</u>
<input type="checkbox"/> Guest Book Stands	2 white	_____
<input type="checkbox"/> Music Stands		_____
<input type="checkbox"/> Microphones		_____
<input type="checkbox"/> Candelabra: Spiral (15 candles each)*	2 brass	_____
<input type="checkbox"/> Candelabra: ^ Shaped (7 candles each)*	2 white	_____
<input type="checkbox"/> Candelabra: Unity (3 candles)*	1 brass	_____
<input type="checkbox"/> Candelabra: Arch (15 candles)*	1 brass	_____
<input type="checkbox"/> Candelabra: Pew Aisle (1 candle)*	10 brass	_____
<input type="checkbox"/> Candle Lighter: 2' Long	2 brass	_____
<input type="checkbox"/> Candle Lighter: 3' Long	2 brass	_____
<input type="checkbox"/> Candle Lighter: 4' Long	1 brass	_____
<input type="checkbox"/> Kneeling Benches	2 brass/white	_____
<input type="checkbox"/> White Columns: 40"	2	_____
<input type="checkbox"/> White Columns: 32"	2	_____
<input type="checkbox"/> White Columns: 40"	2	_____
<input type="checkbox"/> Projector (\$50 extra charge)	1	_____

\*candles included

<u>Services (included)</u>	<u>Cost</u>
Church Wedding Coordinator	\$200.00
Church Facility Coordinator	\$200.00 each
PA Technician	\$ 50.00

<u>Services (additional)</u>	<u>Cost</u>
General Cleaning	\$500.00
Carpet Cleaning	\$500.00

### Time Chart (Saturday Night)

January	5:45 p.m.
February	6:15 p.m.
March	6:30 p.m.
April	8:00 p.m.
May	8:30 p.m.
June	8:30 p.m.
July	8:30 p.m.
August	8:15 p.m.
September	7:00 p.m.
October	7:45 p.m.
November	5:30 p.m.
December	5:30 p.m.

**THIS PAGE MUST BE TURNED INTO THE CHURCH OFFICE (1) MONTH PRIOR TO THE WEDDING.**

This Diagram is provided for your convenience. Please indicate desired arrangement of candelabras and kneeling benches. Our Facility Coordinators will set up the candelabras and kneeling benches. You will be responsible for setting up additional items and decorations.



Comments/Special Instructions: \_\_\_\_\_

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We require the contact information for the following people involved in your wedding. **This page must be turned into the Church Office 1 month prior to the wedding.** A copy of this information will be given to our church wedding coordinator.

Wedding Coordinator/Planner \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Florist Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Photography Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Videography Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Rental Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Other (i.e. Interpreter, etc.) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

This form must be filled out by the Counselor/Minister who did the Pre-Marital Counseling with the couple.  
**This form is to be turned into the Church Office 1 month before the wedding.**

Full Name of Counselor/Minister \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Church and/or Counseling Center \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

I certify, by signing below, that I have met with \_\_\_\_\_ and \_\_\_\_\_ for pre-marital counseling (minimum of 7 or 8 hours) for their upcoming wedding (date \_\_\_\_/\_\_\_\_/\_\_\_\_) to be held at the Corona Seventh-day Adventist Church to fulfill the church's counseling requirements.

Comments: \_\_\_\_\_

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