



Germantown Christian Assembly

Application For Use of Facilities - Weddings
 610 E. Mt. Pleasant Avenue ▪ Philadelphia, Pennsylvania 19119
 Phone (215) 242-5550; Fax: (215) 247-5389
 Email gcafamily@verizon.net ▪ Website: www.gcafamilychurch.org

Impacting people who impact others for Christ's glory. Matthew 5:16

Reservation Contract

Please fill in all information except where signatures are required. Thank you.

Requesting Person/Organization: _____ Check one: Member <input type="checkbox"/> Non-Member <input type="checkbox"/> Sister Assembly <input type="checkbox"/>	Date and Time of Event Date of Event: _____ Time of Event: _____	Check all that apply: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> SA <input type="checkbox"/> S <input type="checkbox"/>
Contact Person's Name: (if different from requestor) _____ Check one: Member <input type="checkbox"/> Non-Member <input type="checkbox"/> Sister Assembly <input type="checkbox"/>	Address: _____ _____ _____	Day Time Phone: _____ Evening Phone: _____ Cell Phone: _____
Check all that apply: Rehearsal <input type="checkbox"/> Rehearsal Dinner <input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/>	Number of Guests Expected: Rehearsal _____ Rehearsal Dinner _____ Wedding _____ Reception _____	Arrival Time Departure Time: Rehearsal _____ _____ Rehearsal Dinner _____ _____ Wedding _____ _____ Reception _____ _____

The undersigned applicants agree to be fully responsible for the care and safe keeping of the Germantown Christian Assembly facilities being used on the day(s) requested. I/We further agree to release, indemnify & hold harmless Germantown Christian Assembly, its leadership and members as to any and all claims of injury arising from my/our use of its facilities. I also agree to have appropriate insurance to cover the proposed event.

SIGNATURE(S):

Applicant
Applicant
Date

Reservation of the facility is subjected to the approval of the application and receipt of down payment.

APPROVAL: _____

Pastoral Staff
Kitchen Ministry



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A security deposit of **\$100.00** is required along with submission of application. Also, a nominal donation of **\$150.00** is requested from members, non-members and sister assemblies to assist with expenses associated with set-up/clean-up, audio and the attendant.

Note: Germantown Christian Assembly (GCA) cannot be responsible for any damages of eventualities which may occur during a scheduled event. The applicant/s accepts responsibility to reimburse GCA for any or all damages done to church property while occupied by said applicants.

Please check all that apply:	Cost Please refer to Contributions for Use of GCA Facilities form	Payment Schedule (DD/MM/YEAR)				
			Amt. Due	Date Due	Date Rec'd	Bus. Office Rec'd
Security Deposit <input type="checkbox"/>	\$100.00	Due Upon Application				
Sanctuary <input type="checkbox"/>		Payment #1 (1/3)				
Fellowship Hall <input type="checkbox"/>		Payment #2 (1/3)				
Kitchen <input type="checkbox"/>		Payment #3 (1/3)				
Mission House/Grounds <input type="checkbox"/>						
Suggested fee for clean-up, audio technician & attendant	\$150.00	Due on or before payment #3				
Total Cost						
Security Deposit Refunded <input type="checkbox"/> Date of Refund: _____						

I/we, the aforementioned, understand and agree that payment of the above stated total shall be made as follows: one-third of total with this reservation form, one third of total paid no later than two months prior to the scheduled date of the event and the final payment shall be made no later than 30 (thirty) days prior to said event. I/we also understand that use of the facilities of Germantown Christian Assembly includes use of the Sanctuary (including rehearsal, if necessary), Fellowship Hall (tables and chairs provided) and/or Kitchen by your indication), and audio technician (**You must use the technician provided by GCA or provide your own equipment**), air/heat, electricity, clean-up services, attendant, sexton, bathroom facilities, and parking.

Cancellation Policy: \$100 non refundable for cancellations fifteen (15) days prior to the event. I/we further understand and agree that the paid deposit of \$100.00 (one hundred dollars) will be refunded one week after the event contingent upon satisfactory inspection of the facilities.

Signature: _____ Date: _____

Signature: _____ Date: _____



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Contributions for Use of GCA Facilities

Fees are based on usage of four (4) hours. Each additional hour or part thereof is \$125.00.

Sanctuary		
	<i>Weddings/Concerts, etc.</i>	<i>Funerals</i>
Non-Members	\$650	\$650
Members *	\$185	\$0
Sister Assemblies	\$300	\$300
Fellowship Hall		
	<i>Receptions</i>	<i>Repast</i>
Non-Members	\$675	\$675
Members *	\$300	\$0
Sister Assemblies	\$500	\$500
Total Sanctuary & Fellowship Hall		
Non-Members	\$1,325	\$1,325
Members *	\$485	\$0
Sister Assemblies	\$800	\$800
Kitchen		
Non-Members	\$500	\$500
Members *	\$135	\$135
Sister Assemblies	\$300	\$300
Missions House & Grounds		
Non-Members	\$800	\$800
Members *	\$350	\$350
<p>*Family members included under the umbrella of the member are: Spouse, Children, and Parents</p>		



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Reservation Guidelines for Weddings

1. Make sure your date has been reserved through the Church Secretary, the application approved, and the reservation form submitted.
2. The GCA events representative will be available to answer any questions you or your coordinator may have.
3. The elders reserve the right to approve or disapprove any application.
4. If the wedding is to be performed by a GCA pastor, the couple must see a member of the pastoral staff or a designated counselor for pre-marital counseling sessions. The number of sessions will be determined by the member of the staff. This applies to members and non-members who are being married by any pastor/elder of GCA. No marriage will be performed by any GCA pastor/elder unless the couple has attended a series of premarital counseling sessions. The first session should take place at least six (6) months before the planned wedding date.
5. The wedding rehearsal cannot exceed two (2) hours. It will be the responsibility of your wedding coordinator to inform the wedding party of time restrictions. One (1) rehearsal is included. Any additional rehearsal time will be an added cost of \$125 for each additional hour or part thereof.
6. The decorator should survey the facility layout at least 45 days before the wedding. All decorations are the responsibility of the applicant and should not be taped, or nailed to any furniture in the sanctuary or have any adhesive backing. If you desire to keep your decorations after the event, you will have to designate someone to be responsible for their removal immediately following the event.
7. The kitchen is used by GCA staff or a GCA approved caterer. The caterer must be licensed and insured. We require a copy of the license and proof of insurance in the church office thirty (30) days prior to the wedding date. The church office is open from 9:00 am to 3:00 pm Monday through Friday.
8. All fees must be paid in full thirty (30) days prior to the event.
9. Smoking, dancing and alcoholic beverages are not permitted in any part of the building or premises,
10. Time Parameters are as follows:
 - Sanctuary - On the day of the function, the church doors will be open two (2) hours before the event. This will allow the florist & decorator to come in if necessary. One (1) hour for the event and one (1) hour after the event. Any additional time will be an added cost of \$125 for each Additional hour or part thereof. Church occupancy is 450.
 - Fellowship Hall - The event shall not exceed four (4) hours. Any additional time will be an added cost of \$125 for each additional hour or part thereof. The fellowship hall will accommodate up to 300 guests. This will include 37 tables with eight (8) guests per table. As an added comfort, we strongly recommend you limit your invitations to no more than 250.