

The Indian Hill Church

WEDDING APPLICATION

Please fill out completely online or download and return to Indian Hill Church, Attn: Sierra Wheeler, 6000 Drake Road, Cincinnati, OH 45243 (513) 561-6805

Marriage is a gift God has given all humankind for the well-being of the entire human family.

A marriage ceremony is an act of worship. It is an occasion in which, in the context of the praise of God, the wisdom and counsel of the Scriptures, and the power of prayer, two persons exchange commitments and seek God's blessing on their union.

With joy, we celebrate weddings at Indian Hill Episcopal Presbyterian Church for members of the church and their families. If you are currently not a member and wish information about joining the church, please call Sierra Wheeler, (513) 561-6805, or email swheeler@indianhillchurch.org for more information.

SCHEDULING YOUR WEDDING

Congratulations on your decision to marry. The date and time for your wedding (and rehearsal) should be set as early as possible.

The first step to scheduling your wedding at Indian Hill Episcopal Presbyterian Church is to complete our wedding application. To download a wedding application form, click [here](#) or complete the online application below.

When the application is received, the church administrative assistant, Sierra Wheeler, (513) 561-6805, or email swheeler@indianhillchurch.org will schedule the date with the appropriate members of the church staff, including the minister who will perform the ceremony, the organist, and sexton. If the church calendar permits, and staff are available your date will be placed on the church calendar and you will receive a written confirmation, normally within a week after the application is received. You will also receive a Wedding booklet intended to assist you in preparing for your ceremony. We want to do all we can to make your preparations as informed and simple as possible. As you make plans please call the church office if you have any questions or need clarification about information provided in the Wedding booklet.

PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY AND SHOULD BE OBSERVED WITH REVERENCE.

WEDDING APPLICATION

Wedding Information and Details:

Please fill out and return this information to the Church Office as soon as possible. These pages will be a part of your wedding file.

Wedding Date and Time Requested:

Date

Time of Ceremony (no later than 5:30 P.M.)

Spouse A

Name

Phone#

E-Mail:

Date of Birth:

Name to be used in ceremony:

Parent 1 Name

Parent 2 Name

Church Affiliation

Have you previously been married? Yes No

Single, Widowed, or Divorced

Occupation

Spouse A Witness

Name

Address

City

State

Zip

Phone#

E-Mail:

PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY AND SHOULD BE OBSERVED WITH REVERENCE.

Spouse B

Name

Phone#

E-Mail:

Date of Birth:

Name to be used in ceremony:

Parent 1 Name

Parent 2 Name

Church Affiliation

Have you previously been married? Yes No

Single, Widowed, or Divorced

Occupation

Spouse B Witness

Name

Address

City

State

Zip

Phone#

E-Mail:

Spouse A Name after marriage**Spouse B Name after marriage****Address after marriage:**

Address*

City*

State*

PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY AND SHOULD BE
OBSERVED WITH REVERENCE.

Zip*

Ceremony Details

Place of Wedding

Indian Hill Church Sanctuary (seats about 275)

Approximate number of guests:

Wedding Party (indicate total number)

Does the wedding party plan to dress at: **Home** or **Church** (PLEASE circle one)?

Reception:

Are you using Guild Hall (Church Fellowship Hall) for reception?

Yes No

If, no, where is the reception?

The following information is needed in case of payment or other needs to communicate with vendors arises

Music:

Name of Organist/Musician:

Street Address

City

State

Zip

Phone#

E-Mail:

Soloist/Instrumentalist:

PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY AND SHOULD BE OBSERVED WITH REVERENCE.

Street Address

City

State

Zip

Phone#

E-Mail:

Special music request? **Yes,**

If YES, title(s):

Photography/Videographer:

Name

Street Address

City

State

Zip

Phone#

E-Mail:

Flowers/Florist

Name

Street Address

City

State

Zip

Phone#

PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY AND SHOULD BE OBSERVED WITH REVERENCE.

E-Mail:

Do you plan to leave the altar flowers for the Sunday service? Yes No

Wedding Coordinator: Are you using a wedding coordinator? Yes No

Name

Street Address

City

State

Zip

Phone#

E-Mail:

Fee Schedule and Payments:

These fees must be paid at least two (2) weeks in advance of the wedding. (With the exception of the Wedding Deposit which is due when you submit your initial forms) Please return this fee schedule with the wedding information form and the custodial set- up form as soon as possible. Failure to do so may jeopardize your use of church facilities.

Fees as set by the Vestry Session of The Indian Hill Church

\$200 Wedding Deposit

\$250 Church Organist/ Pianist Fee

\$150 Church Soloist Fee

\$150 Custodial Fee for Sanctuary clean up

\$150 Rental of Guild Hall for Reception (optional)

-- **TOTAL AMOUNT ENCLOSED**

- The minister's (Pastor/priest) honorarium is at the discretion of the family and should be given to the minister the day of the wedding.

Have you and your spouse to be discussed the Indian Hill Church Wedding Policy and associated Fees Schedule with the Indian Hill Church Clergy or Administrative Assistant?

Yes No

Wedding Policy Acknowledgment Form

PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY AND SHOULD BE OBSERVED WITH REVERENCE.

We have read and fully understand the procedures and responsibilities of the Service of Marriage at the Indian Hill Church. We both agree to act in accord with them to the best of our abilities. We acknowledge that fees will be paid at least two weeks prior to the rehearsal. Families using the church facilities for a wedding assume responsibility for any damage or loss to the property. We understand that date and time will be confirmed in writing within five business days after the application is received. We have read and understand ARRANGEMENTS FOR MARRIAGE SERVICE.

Signatures of the Couple:

Signature _____ Date _____

Signature _____ Date _____



Office Use Only - Do not write below this line

Date Acknowledgment Received _____

Payment Received _____

Staff Signature _____

PLEASE REMEMBER THIS IS A WORSHIP SERVICE AS WELL AS A WEDDING CEREMONY AND SHOULD BE OBSERVED WITH REVERENCE.