

Kingsview Village Seventh-day Adventist Church Wedding Application

Important: Please read the attached **Wedding Guidelines and Procedures** Document before completing this application.

Section I Applicant Information

Bride
Name _____
Given Name / Family Name

Address _____
Street Address

_____ City/Province/State _____ Postal Code

Phone No _____

Email _____

Groom
Name _____
Given Name / Family Name

Address _____
Street Address

_____ City/Province/State _____ Postal Code

Phone No _____

Email _____

Section II Requested Dates and Times

Wedding Date _____
dd/mm/yyyy

Wedding Time _____

Rehersal Date _____
dd/mm/yyyy

Rehersal Time _____

Section III Officiating Person Information

Name _____
Given Name / Family Name

Phone No _____

Email _____

Section IV References

Bride Reference

_____ Given Name / Family Name

_____ PhoneNo. / Email

Groom Reference

_____ Given Name / Family Name

_____ PhoneNo. / Email

Section VI Signatures

We the undersigned have read and understand the Wedding Guidelines and Procedures document, and agree to abide by the same should this application be approved.

Bride
Name _____
Signature/ Date

Groom
Name _____
Signature/ Date

Kingsview Village SDA Church Approval

Clerk _____
Signature/ Date

Pastor _____
Signature/ Date

70 Kingsview Boulevard
Toronto, Ontario M9R1T9

PH 416-245-6863
FX 416-245-9156

website www.kingsviewsdachurch.org
email info@kingsviewsdachurch.org

Kingsview Village Seventh-day Adventist Church Wedding Guidelines and Procedures

The Kingsview Village Seventh-day Adventist Church is pleased to process your request to hold a wedding ceremony in our building. Before completing the Wedding Application, please read and understand the guidelines and procedures outlined below.

1. Our sanctuary and its grounds have been dedicated to the glory of God. Therefore, all programming, attire of the wedding party, decorations, and conduct should be in accordance with these principles.
2. A Wedding Rental Application must be submitted at least 3 months prior to the proposed wedding date. A Base Fee, and Damage and Cleanup Deposit must be submitted along with the Wedding Rental Application. The cheque will not be cashed until final approval of the wedding application is given. (*see point 13*) The fees are: (*see point 8 for refund information*)

a. Base Fee	\$375.00
b. Damage and Cleanup Deposit	\$250.00
c. Total Amount	\$625.00
3. Rehearsals may be scheduled any day from Sunday to Saturday, based on availability. Rehearsals scheduled for Saturday may take place 1 hr after sunset only. Rehearsals scheduled for Fridays must conclude at least 3hrs before sunset. Decorations may be installed on the evening prior to, or the morning of the wedding ceremony. The time allotted for the wedding ceremony, rehearsal, and decoration is as follows: (If additional time is required, it must be requested at least 3 weeks in advance. Additional time is subject to an additional \$75 per hour charge.)

a. Rehearsal and/or Decorating	3 hours
b. Wedding and/or Decorating and Cleanup	3 hours
4. Our church is not available for wedding ceremonies from Friday afternoon, 5hrs before sunset to Saturday evening, 1 hr after sunset. On Sundays the church is available until 2:30pm only. The wedding program and all cleanup must be completed by that time.
5. Decorations used must not cause permanent marks or damage to furniture, carpets, or walls. Under no circumstance may nails or screws be used to affix decorations to any church structure. Light adhesive tapes (painters tape) or the like are recommended for use.

Candelabras must be sturdy, and placed on fireproof protective sheets that extend at least 2 feet beyond the candelabra runs on all sides.
6. Confetti, rice or the like may not be used or thrown on the grounds of the Kingsview Village Seventh-day Adventist Church.

7. The following substances may not be used or distributed on the grounds of Kingsview Village Seventh-day Adventist Church:
 - a. All tobacco products including cigars, cigarettes, and chewing tobacco.
 - b. All products containing alcohol including wine, beer, and liquor.
 - c. All illegal drugs and substances as classified by the governments of Ontario and/or Canada.
 - d. Firearms
 - e. Firecrackers or pyrotechnics
8. Prior to the wedding ceremony, the bride and groom must inspect the church premises to acknowledge that it is in a good state of condition and repair. After the ceremony the bride and groom must remove all decorations, flowers, bulletins and programs, and wedding material from the church premises. This cleanup must be completed within the allotted time.

Your damage deposit will be returned within one week after the wedding ceremony if upon inspection by a Kingsview Village Seventh-day Adventist Church representative, it is determined that no damage to church property has occurred, the amount of hours were within the guidelines, and that cleanup has taken place according to these guidelines. The deposit will be returned to the Bride's address unless other instructions are given.
9. Kingsview Village Seventh-day Adventist Church is not responsible for loss, theft, or damage of personal property of the wedding party and their guests.
10. The Bride and Groom are responsible for the conduct and safety of, and all damages caused by the wedding party and their guests.
11. The areas of the church allocated for your use are the sanctuary, foyers, and washrooms. The organ and piano may be used by qualified musicians only. The public address system will be operated by a representative of the Kingsview Village Seventh-day Adventist Church.
12. A representative of the Kingsview Village Seventh-day Adventist Church must be present for the rehearsal and wedding ceremony. At all times this representative is in charge. This person's instructions must be followed explicitly.
13. All Wedding Applications will be presented to the Kingsview Village Seventh-day Adventist Church Board for consideration. Only after the following has occurred can the bride and groom proceed with plans to hold their ceremony at Kingsview Village Seventh-day Adventist Church:
 - a. Kingsview Village Seventh-day Adventist Church Board votes to approve wedding application.
 - b. Wedding Application is signed by authorized representatives of Kingsview Village Seventh-day Adventist Church.
 - c. The Cheque provided by the Bride and Groom Clears the Bank.