

FIRST
PRESBYTERIAN

5401 S. Claiborne Ave
New Orleans La 70125
504.866.7409



**Re: Wedding Information Sheet
and Letter of Agreement**

Thank you for your interest in celebrating your wedding at First Presbyterian Church of New Orleans! We look forward to working with you, and walking with you towards this great adventure called ‘marriage’! In order to reserve your wedding here, we need some information, as well as a \$300 deposit to hold the sanctuary for your requested day/time. Dates/times are *not* guaranteed until the deposit is made. This deposit is fully refundable up until 3 months from your wedding day.¹ Final payment must be made 2 months prior to the wedding day, and we will send you a payment confirmation and receipt showing all payments at that time.

Once we have received this signed, completed form and deposit, our next step is helping you plan for your wedding and your marriage. You may request a list of vendors from Cheryl Roberts (Wedding Coordinator) including musicians, florists, etc, that might help you with these aspects of your wedding. Upon request, we can also provide a checklist for both fiancé(e)s detailing all things that need to be done 6 months out, up to the day of the wedding. Upon request, we will also provide you with information on obtaining an Orleans Parish marriage license application. It is the responsibility of the couple to obtain this application.

Preferred Date of Wedding _____ Preferred Time of Wedding _____
Preferred Date of Rehearsal _____ Preferred Time of Rehearsal _____

Fiancé(e)'s name: _____
Mailing Address _____
Phone number _____ Email _____
Faith or denominational background _____

Fiancé(e)'s name: _____
Mailing Address _____
Phone number _____ Email _____
Faith or denominational background _____

We are registered with The Knot Wedding Wire Purple Unions Other site

Wedding Officiant (check one) Rev Fred Powell (\$250 includes all premarital counseling & materials, rehearsal, ceremony plus marriage license processing)
 Other ordained person _____
(must be ordained by a religious body and legally registered in Orleans Parish as celebrant--we do not recognize online ordinations)

¹ When canceling the reservation less than three months before the wedding, the deposit is not refundable.

We will obtain a Pre-marital Counseling certificate through Rev. Fred Powell *OR* from another Pastor or certified Premarital Counselor. (Certificate or letter is required of all couples married at FPCNO, and must be submitted by the date of final payment 2 months before the wedding.)

After the service, we would like to dedicate one of our floral arrangements to the glory of God and for use in the sanctuary on Sunday morning, and have our marriage publicly announced in the church bulletin on the Sunday following our wedding.

Letter of Agreement

This Letter of Agreement between First Presbyterian Church of New Orleans and the parties who sign below to adhere to the policies and guidelines as detailed in the **Policies and Practices of First Presbyterian Church in New Orleans Governing Wedding Services.**

FEES (*check applicable fees*)

Sanctuary - \$1200.00 (includes wedding coordinator services, sound system, rehearsal time, 2 hr set up time on the day of the wedding, the ceremony, and an hour afterwards for photos and break down time)

FPCNO Pastor (Rev. Fred Powell, III)- \$250.00 (includes all premarital counseling & materials, rehearsal, ceremony plus marriage license processing)

Fellowship Hall (\$1500.00 as wedding reception venue) (this includes the use of our commercial kitchen on the day of the wedding, use of the grand piano, 8 rectangular tables and up to 60 chairs and janitorial fee--does not include sound system, catering/food, alcohol or extra tables/table cloths, place settings/glassware, decorations)

Total fees owed _____

Any balance due must be paid 2 months before the day of the wedding. If full payment is not received before the due date, FPCNO has the right to cancel and void this wedding agreement. Cancellation after final payment date is subject to a \$300 cancellation fee.

We, the undersigned, have completed this application and agree to adhere to the policies and guidelines for weddings at First Presbyterian Church of New Orleans.

Fiancé(e) signature _____ Date _____

Fiancé(e) signature _____ Date _____

Wedding Coordinator _____ Date _____

For Office use only:	Deposit amount _____	Date received _____	Cash	Check	Card
	Payments made _____	Date received _____	Cash	Check	Card
	_____	Date received _____	Cash	Check	Card
	Balance paid _____	Date received _____	Cash	Check	Card

Pre-marital Certificate/letter received on _____

Reception is booked at _____ (location)

Completed Wedding License application mailed to Parish (date) _____ by _____