



## Wedding Information And Application

619 E. Main Street  
 Louisville, OH 44641  
 Phone: 330-875-2677 FAX: 330-875-0552  
 Email: [info@paradisechurch.org](mailto:info@paradisechurch.org)  
 Website: [www.paradisechurch.org](http://www.paradisechurch.org)  
 Facebook: [Facebook.com/paradisechurchweddings](https://www.facebook.com/paradisechurchweddings)

*The Wedding Information Sheet can be filled out by you or with the Pastor. Your deposit must be turned in to the Church Office to reserve your date on the church calendar.*

<b>Rev. David Anderson, Pastor</b>	<b>david@paradisechurch.org</b>	<b>412-628-7213</b>
<b>Theresa Marks, Administrative Secretary</b>	<b>theresa@paradisechurch.org</b>	<b>330-875-2677</b>
<b>Sharon Allgood, Kitchen/ Event Manager</b>	<b>sharon@paradisechurch.org</b>	<b>330-319-0265</b>
<b>Misty Anderson, Wedding Coordinator</b>	<b>misty@paradisechurch.org</b>	<b>724-628-0627</b>

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## Wedding Ceremony Information

BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sanctuary: \_\_\_\_\_ Chapel: \_\_\_\_\_ Other: \_\_\_\_\_

Rehearsal Dinner Location: Paradise \_\_\_ Other \_\_\_\_\_

Reception Location: Paradise \_\_\_ Other \_\_\_\_\_

**Bride:** \_\_\_\_\_

First/ Middle/ Last, including married name if applicable

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Is this your first marriage? \_\_\_\_\_ If no, divorce date: \_\_\_\_\_

Do you have children? \_\_\_\_\_

**Groom:** \_\_\_\_\_

First/ Middle/ Last, including married name if applicable

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Is this your first marriage? \_\_\_\_\_ If no, divorce date: \_\_\_\_\_

Do you have children? \_\_\_\_\_

### Wedding Party:

Bride's Parents: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Grandparents: \_\_\_\_\_

\_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Bridesmaids: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower girl \_\_\_\_\_

Best Man: \_\_\_\_\_

Groomsmen: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ushers: \_\_\_\_\_

Ring bearer \_\_\_\_\_

**Miscellaneous:**

- Are you dressing at church for the wedding? \_\_\_\_\_ When will you arrive? \_\_\_\_\_
- Are you using an aisle runner? \_\_\_\_\_ (purchased/rented from a florist)
- Will you use our Candelabra? \_\_\_\_\_ (extra fee of \$50)
- Will you have a Unity Candle \_\_\_\_\_; Sand Ceremony \_\_\_\_\_; or Wine Box Ceremony \_\_\_\_\_?
- Do you want us to print wedding bulletins? \_\_\_\_\_ (extra fee of \$50 and you provide the bulletins)
- (we can do black/white copies on white paper, cream paper, or colored paper)
- Officiating Pastor: Rev. Dr. David Anderson or \_\_\_\_\_
- Is your officiant licensed for weddings in Ohio? \_\_\_\_\_
- Would you like an organist \_\_\_\_\_ or pianist \_\_\_\_\_ that is provided by Paradise Church?
- Or do you have your own pianist? \_\_\_\_\_ Name \_\_\_\_\_
- Or do you have your own pre-recorded music? \_\_\_\_\_
- Will you have extra musicians? \_\_\_\_\_

Our sanctuary has a pipe organ. Outside organists must be approved by our Music Director and come into the church for an orientation.



# Wedding Ceremony Agreement

~~~~~  
Today's Date: \_\_\_\_\_

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Deposit: (\$150.00) \_\_\_\_\_

Signature: \_\_\_\_\_

## **Wedding Ceremony Packages and Prices**

Sanctuary Wedding \$1435

Chapel Wedding \$1010

Gazebo Wedding \$810

### **Additional services can be added to the above:**

Candelabra fee \$50

Bulletins \$50 (printed by us, you supply the bulletin covers)

Live-stream with video file \$100

#### **The Marriage License**

To obtain information regarding a marriage license, call 330-451-7759. You must have two forms of ID including a photo ID, a certified copy of your divorce decree (if divorced), \$42.00 cash. The license is good for 60 days. The license can be brought to the church on rehearsal evening. The license can be secured from the Stark County Probate Court, 110 Central Plaza South Suite 501, Canton, OH 44702-1413. For more information, please visit: <http://www.starkcountyohio.gov/probate/faqs/marriages>.



# PARADISECHURCH

ESTABLISHED 1863

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## Wedding Rehearsal Dinner Packages

### Rehearsal Dinner Packages

#### Supremo Italiano

Chicken Parmesan

Penne pasta with marinara sauce

Italian salad

Italian bread

Italian Cream Cake

#### All-American

Hot dogs and hamburgers with buns

Condiment bar

Macaroni salad

Baked beans

Fresh-baked cookies

#### South of the Border

Taco Bar

Seasoned ground beef

Spanish rice

Chips and salsa

Brownie Tray

### FOR PRICING CONTACT

**Sharon Allgood - Kitchen Manager, 330-319-0265**

- Packages include use of room, dinner, dinnerware, glassware, flatware, and beverage: coffee, ice water, and iced tea or lemonade.
- You may also provide any decorations, centerpieces, flowers, specialty plates/napkins, etc.
- The Lounge seats up to 48 dinner guests.
- Final count and balance in full are due 14 days prior to the event.
- Minimum of 20 meals for rehearsal required.



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## Wedding Reception Menu

### MENU

#### ENTRÉE SELECTIONS:

Roast Beef  
Ham  
Chicken  
Swiss Steak

#### POTATO/PASTA SIDES:

Au Gratin Potatoes  
Cheesy Hash Brown Potatoes  
Mashed Potatoes/gravy  
Rigatoni with Marinara Sauce

#### VEGETABLE SIDES:

Green beans  
Corn

#### BEVERAGES:

Coffee, ice water  
Choice of iced-tea or lemonade

Includes: one entrée, two sides, tossed green salad with house dressing, dinner rolls/butter, beverage.

#### **APPETIZERS** (optional)

Served one hour prior to dinner.  
(serves approximately 30 guests)

#### APPETIZER CHOICES:

Assorted cheese and cracker tray  
Fresh vegetables and dip  
Fresh fruit (seasonal)

### ADDITIONAL NOTES

Minimum of 25 meals for reception is required.

Final count and balance in full is due 14 days prior to the event date.

Fellowship Hall seats up to 250 guests comfortably.

#### WE PROVIDE:

Dinnerware  
Flatware  
Glassware  
Linens (white/ivory)  
Round tables with seating of 7-8 chairs each  
Paper products for appetizers, cake, cookies  
Cake cutting and plating  
Arrangement of your previously trayed cookies, candy or pastries

#### YOU MAY PROVIDE:

Decorations, flowers, centerpieces  
Specialty napkins or paper products  
Cake, cookies, cupcakes, candy, pastries  
Chips, pretzels, mints, nuts, etc.

#### **RENTAL OF FELLOWSHIP HALL**

See attached Rental Agreement

#### **FOR PRICING CONTACT**

**Sharon Allgood: Kitchen Manager**  
Ph. 330-319-0265

## Paradise Church Wedding Reception Hall Rental Agreement

Rental day of the week \_\_\_\_\_ Date \_\_\_\_\_

Time of actual event \_\_\_\_\_

Entire time of usage (includes set-up/event/clean-up) \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

May we add you to our church monthly e-newsletter? \_\_\_\_\_yes \_\_\_\_\_ no

Approximate number of guests \_\_\_\_\_

Name of outside Caterer \_\_\_\_\_

Their phone \_\_\_\_\_

### **FACILITY and CUSTODIAN FEES**

|                                                                                                                                                                                                                                                                                                          |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Fellowship Hall &amp; limited commercial kitchen use:</b><br>- commercial refrigerator<br>- commercial freezer<br>- counter tops<br>- regular sinks                                                                                                                                                   | \$800                |
| <b>FULL access of commercial kitchen includes:</b><br>- all commercial equipment<br>- cookware, glassware, flatware, silverware.                                                                                                                                                                         | <b>Add:</b><br>\$200 |
| <b>Audio visual equipment available:</b><br>-PUCC Sound Tech must be used<br>-Computer (power point, music, video, thumb drives, Presentations)<br>-Sound board (hand held wireless microphone)<br>-Ceiling projector (2 mounted 52" flat screen televisions<br>-2 portable 58" flat screen televisions. | \$100                |



**Conditions of Rental Agreement**  
**PLEASE KEEP THE FOLLOWING PAGES FOR YOUR REFERENCE**

**RENTAL PERIOD**

Rental hours are Monday – Saturday, 8am – 10pm and Sunday 2pm-9pm

Please utilize the church facilities and equipment only to the extent authorized in the rental agreement. Renters will have access to rooms approved, restrooms, elevators and church parking lots. A custodian will remain on duty for the time covered in rental agreement.

**RESERVATIONS**

A deposit is due at booking to hold date. Balance of rental fees is due no later than 14 business days before scheduled event.

**TABLES AND CHAIRS**

Tables and chairs are provided at no extra cost.

**DECORATING POLICY**

Table and free-standing decorations, such as centerpieces and balloons are permitted. No confetti, rice, nails, tacks, tape or loose glitter may be used. Do not attach decorations to painted wall surfaces, ceilings, or pillars. Smoke and bubble machines are not permitted. Candles may be used if enclosed in glass globes.

**WIFI**

Our facility provides Wi-Fi to our guests as a courtesy. No Refunds will be given if the Wi-Fi connection fails or is unavailable. Wi-Fi password will be provided for your event.

**AUDIO/VISUAL EQUIPMENT AVAILABLE**

- Computer (power point, music, video, thumb drives, presentations)
- Sound board – Handheld wireless microphone
- Ceiling projector – 2 mounted 52-inch flat screen televisions
- Two portable 58 inch flat screen televisions
- Sound Tech must be present

**SMOKING POLICY**

The entire building is smoke free.

**ALCOHOL POLICY**

Alcohol Policy is available for weddings only. See Alcohol Policy below.

**MULTI- PURPOSE/INDOOR PLAY SPACE**

No food or drink is permitted. The play area is designed for children ages 5 and under. An adult must remain with the children. Rules are posted on the door as a reminder. The room is offered, free of charge, with the rental of the Fellowship Hall as a courtesy of Paradise UCC and may be closed at any time if rules are not followed. Restitution may be required to replace damaged items.

**ADDITIONAL EQUIPMENT**

- Circus Cart Popcorn Machine – additional fee

**KITCHEN USE**

The rental of the Fellowship all includes use of commercial refrigerator, freezer, regular sinks, and all counter prep areas. If any of the above are used, they must be cleaned. Private or organizational events must furnish their own supplies.

**CATERERS**

Events charging for food must use a licensed caterer or pre-packaged foods and Kitchen Manager must be present. Paradise is also licensed to cater your event. A kitchen usage fee will be added for full access to all commercial equipment as well as our glassware, flatware, dinnerware, and cookware.

**ENTRANCE DOORS**

All entrance doors to the hall must be kept closed. Open doors prevent the air handling equipment to work properly.

**DAMAGE**

Report any damage to equipment or property promptly to the custodian or kitchen manager on duty. Renters are responsible for the conduct of their guests and loss or damages caused by guests. All damages will be repaired at renter's expense and is to be paid within 30 days. Profane, lewd, slanderous conduct or content is not permitted.

**CANCELLATION**

A written request for cancellation must be submitted to church office. A full refund on cash/check payments will be given if cancellation is submitted no less than 2 weeks prior to event. A 3% service fee will be charged for all credit card payments. All NSF checks returned will be charged \$25. No refunds will be given for cancellations made less than 14 days prior to event.

## Paradise UCC Alcohol Policy

Welcome. We are honored that you are considering Paradise for your reception. Our goal is to help make the event easy and worry free. We want the reception to be a celebration on every level. It is our goal to make the evening memorable, fun and safe.

Paradise UCC allows only beer and wine at weddings. No other alcoholic beverages will be allowed in the facility. Beer and wine are permitted only at wedding receptions, and no other events. Paradise UCC holds the belief that, while beer and wine may be an enhancement to a celebratory event like a wedding, it should not be the focus of the event. Therefore, given this philosophy, Paradise UCC presents the following regulations regarding beer and wine use on Paradise UCC property:

### Regulations

- A refundable deposit of \$500 paid by the renter is required for the provision and consumption of beer and wine at this event. This deposit shall be paid at least ten days before the event. Paradise will not refund this deposit if any regulation on this document is violated. If this policy is not violated, then the full amount will be refunded to the renter within ten days after the event. Paradise UCC will send written notice, via email or letter, if the full deposit will not be refunded within ten days after the event.
- Beer and wine will be provided by the renter, in original, clearly labeled containers. Paradise UCC will not provide beer or wine, nor will store them on site more than 24 hours before the event, or 24 hours after the event. Paradise UCC is not responsible for any alcohol lost or stolen.
- No alcoholic beverages other than beer or wine are permitted on Paradise UCC property. There are no “cash bars” allowed.
- Beer and wine will be served by beverage service providers that renter hires from the Paradise UCC approved list. The renter must show the Paradise UCC kitchen manager, at least ten days before the event, proof of hiring approved service, or in the alternative, show proof that the service provider has a Certificate of Liability Insurance naming Paradise UCC as an Additional Insured.
- Other non-alcoholic beverages options must be available.
- All beer and wine must be served at a separate table than all other beverages.
- No one under 21 years of age may consume, handle, or serve alcoholic beverages. This includes containers being cleaned up after the event.
- Beer and wine consumption will be limited only to the Fellowship Hall. No alcoholic beverages may be consumed or served outside of the Fellowship Hall.
- No alcohol will be served 30 minutes before the end of the event. If the hired servers and/or security guard deems it appropriate to stop service of alcohol earlier than 30 minutes before the end of the event, they may do so.
- Designated servers are responsible for ensuring that no person present at the event drinks to excess. If a person appears to be intoxicated, it is the server’s duty to cease serving alcohol to that person.
- Designated servers are responsible for verifying via identification that guests are at least 21 years of age before serving them alcohol.
- If beer and wine are being served/consumed at the event, then a Security Guard from the approved list must be hired by the renter to monitor the event. Renter must provide the name of the Security Guard to the Kitchen Manager at least ten days before the event and provide evidence of hiring said security guard.

- It is the duty of the renter to ensure that no attendee, vendor, or server operates a motor vehicle if he/she appears to be under the influence of alcohol.
- Renters will ensure that all guests adhere to all federal, state, and local laws and regulations governing alcoholic beverages, including serving and consumption of alcohol.
- Renters, event organizers, caterers and vendors agree to defend, indemnify, and hold harmless Paradise UCC for any claims arising from the provision and/or consumption of alcohol.
- Renters must provide proof of insurance, or Certificate of Insurance for Liability coverage and Liquor Liability coverage naming Paradise UCC as an additional insured party. Coverage must include reimbursement for legal fees or other damages/expenses incurred by Paradise UCC. The attached policy from EWed is one we recommend, but the insurance provider is up to you.

I acknowledge and agree to the policy and regulations in the document and agree to follow these terms. I acknowledge and agree that violation of the policy will result in the loss of the deposit, denial of rental of Paradise UCC for any future event, and any other remedy Paradise UCC may seek by law.

Your Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

PUCC Representative \_\_\_\_\_

Today's Date \_\_\_\_\_

# Signed Rehearsal/ Reception Agreement

This agreement should be returned with your deposit/fees at time of booking event.

By signing this agreement, the Lessee agrees to hold harmless the Church, its members, clergy, staff, volunteers, representatives and all employees for any injuries, damages, losses, claims, actions or expenses arising from the use of church properties.

I agree and accept responsibility to restrict access to any part of the church and church property not included in rental agreement. I understand that failure to comply to confine my activities to the rented area, nearest restrooms, elevators, and nearest points is justification for the church to end the event.

Your Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

PUCC Representative \_\_\_\_\_

Today's Date \_\_\_\_\_

## FOR OFFICE USE ONLY

\$\_\_\_\_\_ Total Fees Due

\$\_\_\_\_\_ Deposit paid: \_\_\_\_\_ date; \_\_\_\_\_ cash; \_\_\_\_\_ check # \_\_\_\_\_

\$\_\_\_\_\_ Balance Due by \_\_\_\_\_ date

## **Photo/Video Release Form Website and/or Advertising Materials**

By signing this release form, I authorize Paradise UCC to use the following information:

- (1) My picture and the pictures of anyone at my event, including photographic, motion picture and electronic images.
- (2) My voice and the voices of anyone at my event – including sound and video recordings.

I hereby grant Paradise UCC the right to use, publish and reproduce, pictures of me or my guests in film or electronic copy, including information described in sections (1) and (2) above in any and all media. This permission may be revoked in writing.

I, and those at my event, grant Paradise UCC all rights and title to all finished pictures, reproductions and copies, and further grant Paradise UCC the permission to print copies for marketing, communications, and advertising.

I hereby waive the right for anyone in attendance at my event to receive any payment for my signing this release and waive the right, on behalf of my guests, to receive payment from Paradise UCC on any materials described above. I also waive any right to inspect or approve finished photographs, audio, video, advertising materials, copy, printed or scanned materials and the approval to how the eventual use of these materials is applied.

I acknowledge that I have read the foregoing and I fully understand the contents. I am signing on behalf of myself and all my guests in attendance at my event.

Event Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Address \_\_\_\_\_

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

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

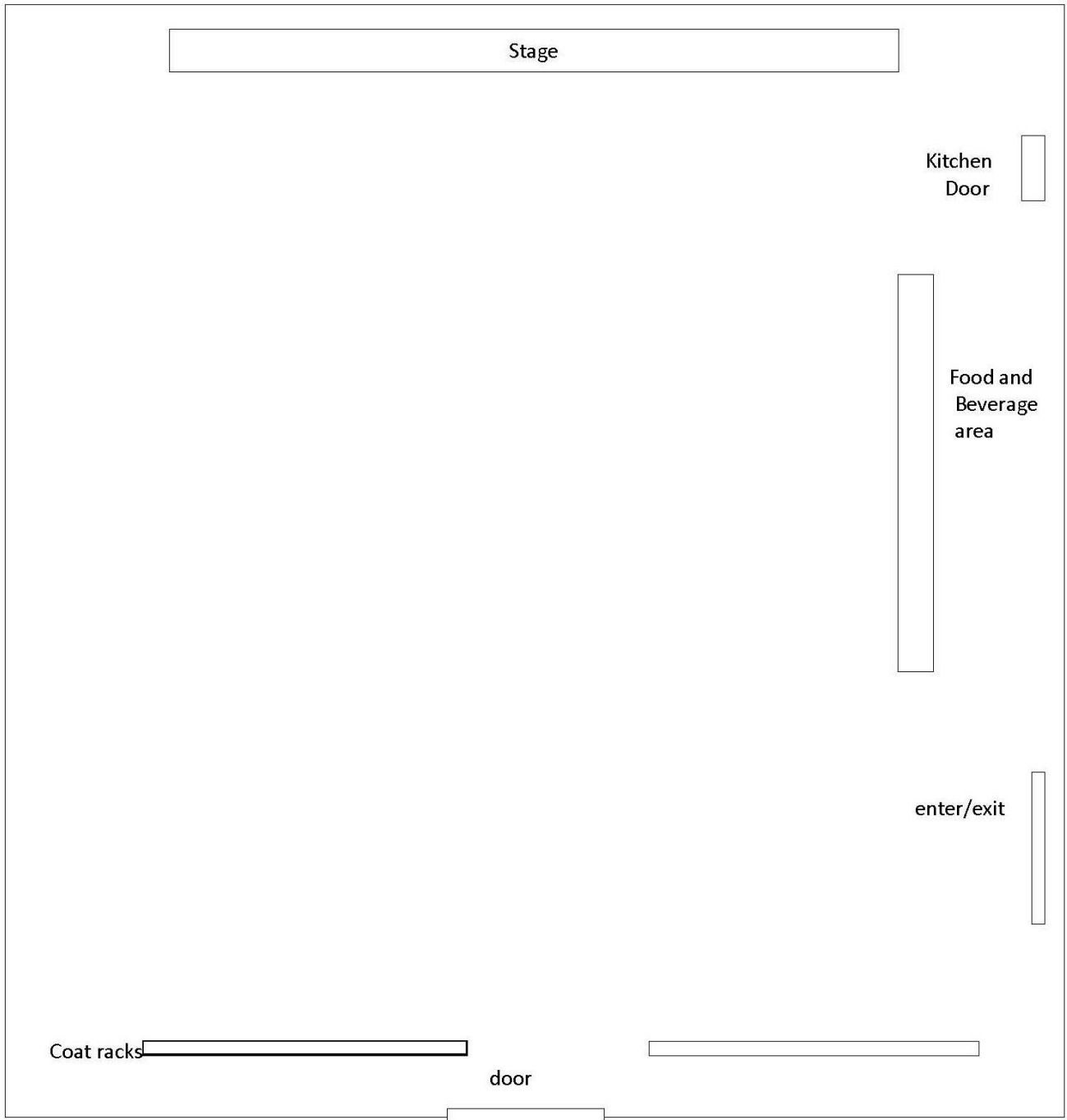
## **Fellowship Hall and The Lounge**

Please submit your diagram of room arrangement (Fellowship Hall or the Lounge) along with your signed agreement and deposit/fees. Include guest seating, gift table, picture/display tables, cake/dessert table, etc.

For guest seating, we have round 5-foot tables that seat 7-8 people comfortably and rectangle 8-foot tables that are usually used for head tables, food, displays, etc. Fellowship Hall dinner seating fits up to 250 people comfortably. The Lounge will seat up to 40 people for dining comfortably.

If no set-up is included, the custodian will do a basic set-up based on room and guest count.

## **Fellowship Hall Floor Plan**





# The Lounge Floor Plan

LOUNGE set up for conference room



LOUNGE set up for special events

