



Wedding Information And Application

619 E. Main Street
 Louisville, OH 44641
 Phone: 330-875-2677 FAX: 330-875-0552
 Email: info@paradisechurch.org
 Website: 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.

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

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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 \$20)
- 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 \$ 985

Gazebo Wedding \$ 785

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

Candelabra fee \$20

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

619 E. Main Street, Louisville OH 44641 (P) 330-875-2677 (F) 330-875-0552  
www.paradisechurch.org info@paradisechurch.org

## Wedding Rehearsal Dinner Packages

### Rehearsal Dinner Packages

\$16 per person

(children ages 0-2 free; ages 3-10 are \$8)

#### 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

Spanish rice

Refried Beans

Chips and salsa

Brownie Tray

### Contact Sharon Allgood - Kitchen Manager, 330-319-0265

- Packages include use of room, custodian, 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.



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## Wedding Reception Menu

### MENU and PRICING

\$20 per person  
(Ages 0-2 free; kids age 3-10 are \$10)

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

#### ENTRÉE SELECTIONS:

Roast Beef  
Ham  
Chicken  
Swiss Steak

#### POTATO/PASTA SIDES:

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

#### VEGETABLE SIDES:

Green beans (almandine or buttered)  
Corn (buttered)  
Vegetable medley

#### BEVERAGES:

Coffee, ice water  
Choice of iced-tea or lemonade

### APPETIZERS (optional)

Served one hour prior to dinner.  
\$50 per tray (serves 30-35 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/black)  
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 & CUSTODIAN FEE

See attached Rental Agreement

**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                                                                                                                                                  | \$600                |
| <b>FULL access of commercial kitchen includes:</b><br>- all commercial equipment<br>- cookware, glassware, flatware, silverware.                                                                                                                                                                        | <b>Add:</b><br>\$175 |
| <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 (handheld 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 of one-half of all fees is due at booking to hold date. Balance of rental fees is due no later than 10 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/ALCOHOL POLICY**

The entire building is smoke free. Alcohol is not permitted inside the building or on the premises.

### **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
- Professional Karaoke Machine
- Bubble Machine (outside only)

These items can be added to an event (\$20 fee each) and set up anywhere in the building.

**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 will be given if cancellation is submitted no less than 2 weeks prior to event. No refunds will be given for cancellations made less than 14 days prior to event.

# 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 \_\_\_\_\_

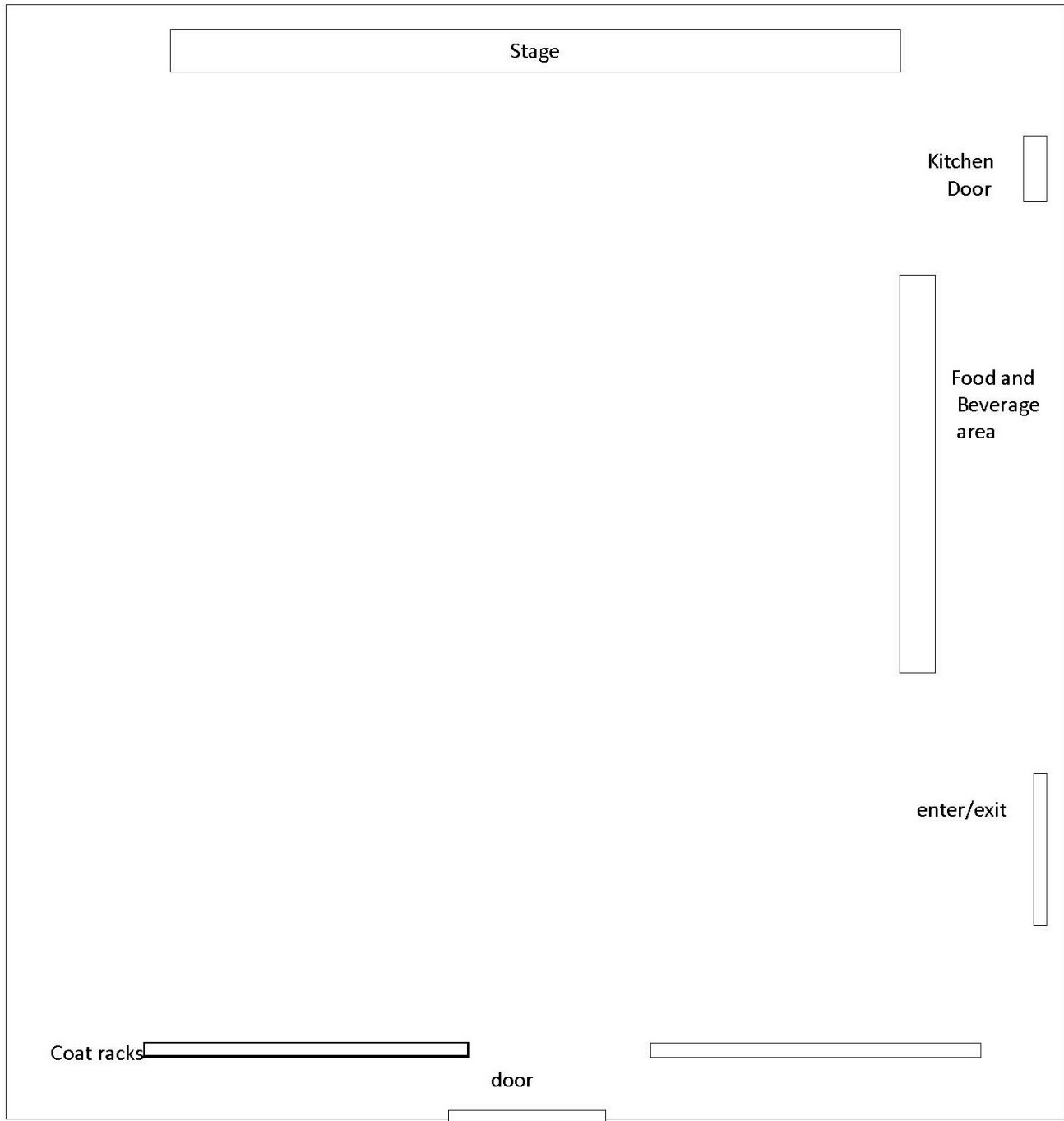
## Fellowship Hall and Lounge Floor Plan

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 food, displays, etc. Fellowship Hall dinner seating fits up to 200 people comfortably. The Lounge will seat up to 40 people for dining comfortably.

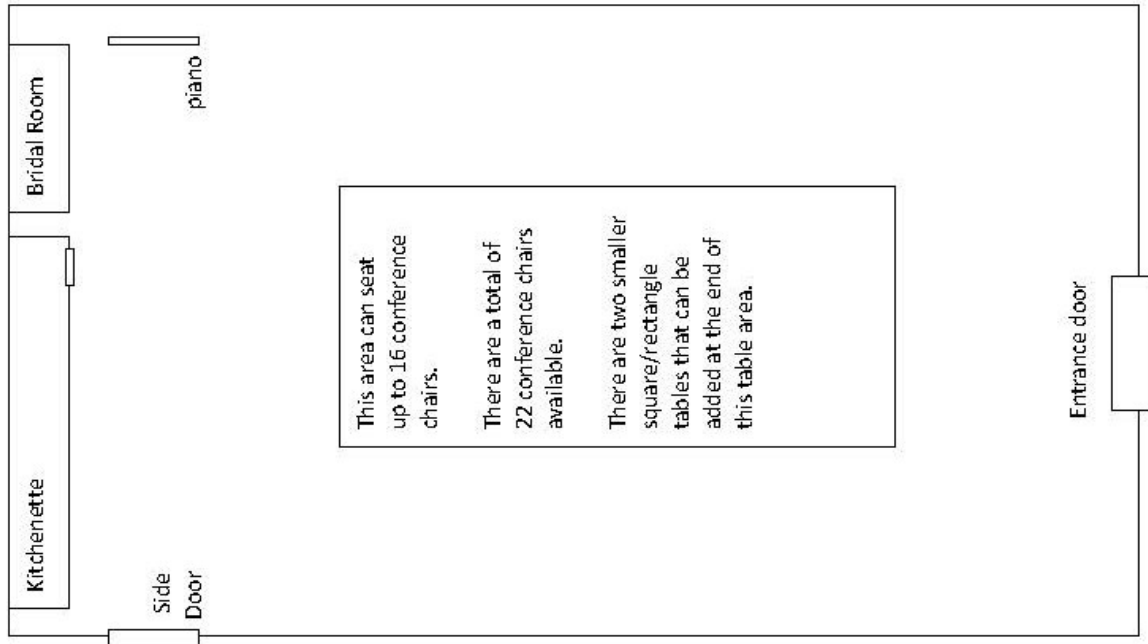
If no set-up is included, the custodian will do a basic set-up based on room and guest count.

### Fellowship Hall Floor Diagram



# The Lounge Floor Plan Diagram

LOUNGE set up for conference room



LOUNGE set up for special events

