



Weddings at Trinity Church

Located at: 2907 Mountain Road Joppa, MD 21085

Trinity congratulates you on your engagement and welcomes the opportunity to take part in your special day! To help honor what is a profound commitment, the vows of marriage, this packet explains the procedures and guidelines for couples being married at Trinity.

As you plan, we hope this packet helps in your decision making. Please read the entire packet. If you decide to be married at Trinity, contact Brittany Atwell, the wedding coordinator, at 410-952-4464 or britatwell@yahoo.com to find out if your preferred date is open and to make arrangements to pay your deposit. The wedding coordinator will assist in answering your many questions.

Policies

Pastor: If you would like a Pastor at Trinity to marry you, please let the wedding coordinator know of this request. She will put you in touch with one of our pastors so that you can meet with him for marital counseling. If you do not want one of our Pastors please provide us with the name, phone number, and email of the pastor marrying you, so that we can be in touch with him.

Music: We have many different music abilities in our church. If you would like to consider using them (piano, harp, and violin) please let the wedding coordinator know and she will give you a list of their names and numbers so you can contact them for availability and cost.

Wedding Coordinator: Our wedding coordinator, Brittany Atwell, is available to answer any of your questions about the church. She will also arrange for the church to be in order and opened for your special day. If you would like to pay an additional fee, she can be present for your rehearsal and wedding. She will meet



with you a few times before the wedding, and she will run the rehearsal and wedding day to make sure everyone knows what they are doing.

Facilities: The Sanctuary can seat approximately 350 people. This contract entitles the use of the Church's sanctuary, foyer, a back room for the groom, and the nursery for the wedding party only. It **does not include the lessee and/or any of his/her party** to any other space in this CHURCH BUILDING without prior approval. (i.e. basement, kitchen, elevator, use of nursery for children).

Photography: If you are planning to have your pictures taken before the ceremony, they must be taken no earlier than 1 hour prior to the start of the ceremony. All pictures must be completed one hour after the ceremony. Be sure that you discuss these restrictions/instructions with your photographer prior to the wedding.

Decorations:

- Nails, tape, etc. are prohibited to be used in conjunction with any of Trinity's furnishings or decorations.
- Delivery times must be scheduled with the wedding coordinator to insure that the building will be open. Your florist may arrive no earlier than 1 hour before the ceremony.
- If your wedding is in December, Christmas decorations will be in place and may not be removed.
- No candles are allowed in the church except for the unity candle. If using a unity candle, please provide a tablecloth and piece of cardboard to go under the tablecloth for the unity candle to sit on. The measurement of the table is approximately 62"L, 25"W, 33"H.
- The church only allows fake rose pedals to be dropped by the flower girl.
- After the wedding ceremony, only bird seed and bubbles are permitted to be used outside of the building.
- Flowers and other decorations must be removed from the church one hour after the ceremony.

Rehearsal/Decorating: The rehearsal is scheduled the night before the wedding.



You may decorate the sanctuary one hour before the rehearsal. The church will be open for 1 ½ hours for your rehearsal, or a total of 2 ½ hours that night.

Hold Harmless/Liability Release Clause: In consideration of the CHURCH allowing its building to be used by the lessee, the lessee hereby releases, forever discharges, and agrees to hold harmless the CHURCH, its Pastor, Officers, Agents, Employees and Members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the lessee that occurs while said lessee is using the CHURCH's facility. The lessee further hereby agrees to hold harmless and indemnify said CHURCH, its Pastor, Officers, Agents, Employees and Members for any liability sustained by said acts of the aforementioned CHURCH parties, including expenses incurred attendant thereto.

Fees: Your deposit of \$250 is due upon holding of your date. It will be returned to you via mail after your wedding. Your deposit will be to cover any damages to the facilities during your ceremony. If damages exceed \$250 you will be responsible to pay the remaining balance. Your entire balance is due 2 weeks prior to the wedding.



Trinity Church Wedding Contract

Bride _____ Groom _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Bride's Address _____

Home Number _____ Email _____

Pastor _____

Pastor's Number _____ Pastor's Email _____

Time you plan on arriving at the church on your wedding day _____

Time you plan on arriving at the church for your rehearsal _____

**The Church will be opened 1 hour before the ceremony begins. It will stay open 1 hour after the ceremony for pictures to be finished.

A deposit of \$250 is due at the time the contract is sent in. This will be returned 2 weeks after the wedding. Your deposit will be non-refundable should you cancel within 1 month of your scheduled date. Your complete payment is due 2 weeks before the ceremony.

| Check | Facility | Members | Non-Members |
|-------|--|---------|-------------|
| | Sanctuary/Church Use (not optional) | NA | \$450 |
| | Sound Tech, Cleaning, Furniture Removal, Building Facilitator (not optional) | \$225 | \$225 |
| | Pastor (optional) | NA | \$150 |
| | Wedding Coordinator (optional) | \$200 | \$200 |
| | Building Coordinator in lieu of Wedding Coordinator (not optional) | \$100 | \$100 |

*If you are a member of TRBC and have questions regarding costs and fees please speak to Brittany Atwell



Please send all fees and forms to:

TRBC C/O Brittany Atwell 55 Powderview Court Nottingham, MD 21236

Bride's Signature: _____ Groom's Signature: _____

**By signing you agree to all that is written in our church wedding policy.

Office Use Below:

Date Deposit Received: _____ Check# _____ Amount _____

Date Payment Received: _____ Check# _____ Amount _____

Date Deposit Returned: _____ Amount _____

Notes: _____