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## Wedding Information and Guidelines

*We are honored that you would consider us to share your special day!*

**Visit our Website – [www.churchofthewayfarer.com](http://www.churchofthewayfarer.com) – Weddings Tab**

- We ask that you thoroughly review our website as it lists most of the common questions received, information in regards to the Sanctuary and its size, the ceremony, information on the surrounding area and much more.
- **Please note that your wedding date/time cannot be scheduled until your contract & deposit is received.**
  - **Be sure to return your paperwork immediately as the date/time will be subject to availability**

*Once you have decided that Church of the Wayfarer is your choice and may be available, we ask that you then consider the following type of ceremony and applicable fees:*

**[A] Ceremony - \$2,000**

Includes – Sanctuary, Pastor, Wedding Coordinator/Staff, Rehearsal, Bride's Room, Groom's Study and Garden  
19+ Guests  
Weekends, Weekdays

**[B] Ceremony - \$1,000**

Includes – Sanctuary, Pastor, Wedding Coordinator/Staff, Rehearsal, Bride's Room, Groom's Study and Garden  
1-19 Guests  
Weekends, Weekdays

**[C] Private Ceremony / Renewal of Vows (couple only /witness) - \$500**

**(DUE AT TIME OF BOOKING)**

Includes – Sanctuary, Pastor, Bride's Room, Groom's Study and Garden  
Couple + 2 witnesses

- Couple will provide witness or additional charge of \$25 will be included in total amount if Church of the Wayfarer provides a witness

**[D] Off-site Ceremony (local only: Monterey, Carmel, Pacific Grove) - \$500**

**(DUE AT TIME OF BOOKING)**

Includes – Pastor

## Fees/Payment Information

- **Ceremonies A OR B:**
  - \$1,000 deposit
    - \$500 non-refundable
    - \$500 refundable up to 60 days prior to the wedding date
    - Remaining balance is due 30 days prior the wedding date
  - Remainder of either balance on Ceremonies A or B is due 30 days prior to wedding date and is non-refundable.
  - Failure to pay balance within designated time frame subjects cancellation of wedding without refund.
  
- **Ceremony C & D:**
  - Full fee of \$500 is due at booking.
    - Non-refundable within 60 days of ceremony.
  
- **Outside Ministers**
  - The use of our Pastor is highly encouraged however, outside ministers can be brought in.
  - The above fees for the various ceremonies still apply.
  - If you are bringing in an outside minister, please have them contact the church office at 831.624.3550 or [office@churchofthewayfarer.com](mailto:office@churchofthewayfarer.com)
  
- Deposits/Payments are made payable to Church of the Wayfarer.
  - Mail a check to P.O. Box 2205, Carmel by the Sea, CA 93921
  - Pay with a credit card over the phone (831.624.3550)
    - Visa/MasterCard accepted (American Express through PayPal only)
  - Pay with a credit card via the PayPal link found on our website
    - Visa, MasterCard and American Express accepted
  
- This completed contract needs to accompany payment to reserve your day and time.
  - Once we receive the contract, our wedding coordinator will confirm and review the contract information with you and make further arrangements.
    - As our staff is very part time - we encourage you to make appointments with us should wish to visit the church.
  - The sanctuary is open to the public Monday-Friday from 9:00 a.m.- 3:30 p.m.

## **Musicians [are not included in the above fees]**

### Organist

- Should you wish to use our organ, the use of our Organist in Residence, Marshall Carpenter is mandatory
  - There is a non-refundable fee of \$350 and it is due 30 days prior to your wedding date
  - Payment in the form of a check should be made out to *Marshall Carpenter* and can be sent to our P.O. Box address.
  - To hire Marshall Carpenter, contract with him directly by calling 831.429-5483 or 831.334-6134.

### Outside Musicians

- Should you wish to bring in your own musician, arrangements must be made directly with the musician as they are not included in the total wedding cost
- The use of our piano by outside musicians is acceptable
  - We ask that all music arrangements be discussed with the coordinator to make any necessary accommodations (I-Pod, etc).

## **Altar Flowers / Decorations**

### Altar Flowers

- Should you wish to decorate and use your own Altar flowers, please feel free to do so, however review this information with our wedding coordinator for more information and understanding of appointed individual and scheduling arrangements for delivery, etc.

### Decorations

- Live-fire, wax candles are not allowed in the sanctuary due to the fire hazard
  - LED Candles are acceptable
- Outside decorations can be used but must not be taped or pinned to any surface that may cause damage to the church property
  - All decorations must be approved by the Wedding Coordinator

# Church of the Wayfarer

## Wedding Contract

Your Information [please print all information clearly]

How did you find out about our church?  internet  area visit  other \_\_\_\_\_

### Bride's Information

Name:

Current Address [Mailing & Street if different]:

Home Phone:

Cell Phone:

Work Phone:

Email:

### Groom's Information

Name:

Current Address [Mailing & Street if different]:

Home Phone:

Cell Phone:

Work Phone:

Email:

Future Address of the Couple (if different from one above)

Address [Mailing & Street if different]:

### Wedding Ceremony desired

Wedding Type:

A – Wedding  B – Private Ceremony  C – Couple Only  D – Off-site

What is your wedding date and time?

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

Second choice *if first choice not available?*

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

Rehearsal [if Traditional] date and time?

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

- Note: Rehearsal time must be provided/confirmed two weeks prior to wedding date.

Off-site Weddings - Location: \_\_\_\_\_

Will you plan to use our Pastor?

Yes  No  would like to discuss

If not, provide Minister Name/Contact Information: Please note that Pastor Mark would like to meet the couple before the wedding date – even though they will be using their own pastor.

Will you plan to use our Musician  Yes  No  would like to discuss

Will you plan to use a Florist  Yes  No  would like to discuss

Please check here if you will be bringing in your own flowers for the Altar. Please ensure that your appointed individual can meet the florist and assist with any decorations.

- Please check here if you will be bringing in your own flowers for the Altar and will leave the flower arrangements for the Altar area only. All other decorations will need to be removed immediately after the wedding by your appointed individual.
- Please check here if you will be using the Church's Altar Flowers.

**THE WEDDING PARTY:**

Number of Anticipated Guests \_\_\_\_\_ [Sanctuary Capacity at 200]  
 Number in Bridal Party \_\_\_\_\_ [# of Bridesmaids/Maid of Honor]  
 Number of Groomsmen \_\_\_\_\_  
 Flower Girl(s) \_\_\_\_\_ Ring Bearer(s) \_\_\_\_\_

**Reception**

*Should you wish to use our Church for your reception, the fees are as follows. Our Wedding Coordinator will go over the information with you.*

- Carlson Hall – located downstairs Garden Room – up to 150 guests & garden area. Fee \$2,000
- Garden Room – located next to the Sanctuary – up to 50 guests, terrace & garden area. Fee \$1,000
  - Additional charges to the above - hourly charge of \$50 for coordinators to assist
  - Additional \$175 per hour / over the six hour allotment time.
  - The above pricing is for six (6) hours and includes set-up/clean-up time.
  - Catering is **not** included and arrangements need to be made by the couple.

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**Wedding Contract Conditions**

*Thank you for selecting Church of the Wayfarer. Our staff is dedicated to assisting you and your family on this important occasion. Please read the following, initial each, sign and date.*

\_\_\_\_\_The city of Carmel does not allow the throwing of rice, birdseed, confetti, glitter or flower petals outside the church. Guests may blow bubbles to celebrate the couple.

\_\_\_\_\_Smoking and alcohol are prohibited on Church property. California law prohibits smoking outside within 25 feet of any doorway of a building where people gather. We thank you for respecting this beautiful space.

\_\_\_\_\_All children shall be under the supervision of an adult while on church property.

\_\_\_\_\_The use of glue, tape, tacks, staples or nails prohibited within or on church grounds.

\_\_\_\_\_Furnishings/Banners may not be moved.

\_\_\_\_\_ Only the applicable deposit (A & B) is refundable after the wedding date. No other fees are refundable after the wedding date.

\_\_\_\_\_ I (We) have read the provided Wedding Guidelines and fully understand these.

By signing this contract below, I hereby agree to the terms and conditions above.

I, \_\_\_\_\_ agree to abide by the rules set forth by Church of the Wayfarer which are contained in the above information.

I, \_\_\_\_\_ assume full responsibility for any damage to church property.

\_\_\_\_\_/\_\_\_\_\_  
Print Full Name / Full Signature

Date \_\_\_\_\_

This is a legal and binding document.

Revised 01.01.16

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### Church Contact Information

Pastor: Rev. Dr. Mark Bollwinkel ▪ Office Manager: Robin Maguire ▪ Wedding Coordinator: Francoise Cheysson

Location: Corner of Lincoln Street & Seventh Avenue

Mailing Address: P.O. Box 2205 Carmel-by-the-Sea, CA 93921

www.churchofthewayfarer.com ▪ Email: office@churchofthewayfarer.com

Phone: (831) 624-3550 ▪ Fax: (831) 624-2530

# Church of the Wayfarer

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## Contact Information Sheet

In order to maintain direct contact with you to discuss your wedding, please provide the following information and include with your signed contract.

Bride's Full Name: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

Best Telephone: \_\_\_\_\_

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

Special Requests: \_\_\_\_\_