

Wedding Request Form

Date Requested: _____ Time: _____

Bride's Name: _____ Church Member? Yes No

Address: _____

Work Phone: _____ Home Phone: _____

Groom's Name: _____ Church Member? Yes No

Address: _____

Work Phone: _____ Home Phone: _____

Minister's Name: _____

If Guest, Minister's Address: _____ Phone: _____

Rehearsal Date: _____ Time: _____

Sanctuary Required: _____

Reception Time: From _____ To _____

Room(s) Required for Reception: _____

Organist's Name: _____

If Guest, Organist's Address: _____ Phone: _____

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Caterer: _____ Phone: _____

We agree to comply with church rules and regulations regarding church weddings and church receptions. We understand that the church is not responsible for the loss or damage to personal property used in the wedding or reception.

Bride's Signature: _____

Groom's Signature: _____

Note: Date of wedding will not be confirmed until this form is returned to the church office with correct deposit(s).

Authorized Signature: _____ Date: _____

_____ **Church**
Address: _____
Phone: _____

Wedding Fees (Non Member)

To cover the cost of utilities and maintenance the following charges will be made. Charges must be paid when your date is confirmed on the church calendar.

Use of the Sanctuary:	\$50.00	Date Paid: _____
Maintenance Service:	\$50.00	Date Paid: _____
Key Deposit:	\$50.00	Date Paid: _____

Wedding Fees (Member)

To cover the cost of extra cleaning, a minimum fee of \$50.00 will be charged. Charges must be paid when your date is confirmed on the church calendar.

Maintenance Service (Cleaning):	\$50.00	Date Paid: _____
Key Deposit:	\$5.00	Date Paid: _____

(Refunded when key is returned to the office)