

WEDDING APPLICATION FOR SANCTUARY USE



Date: _____

Primary Contact Information

Name _____
 Address _____
 City/State/Zip _____
 Home Phone _____
 Alternative Phone _____ C W
 E-mail _____
 Are you a Church Member? Yes No
 Relative of a Member (name) _____

Spouse-to-be Information

Name _____
 Address _____
 City/State/Zip _____
 Home Phone _____
 Alternative Phone _____ C W
 E-mail _____
 Are you a Church Member? Yes No
 Relative of a Member (name) _____

Wedding/Rehearsal Information

Date of Wedding _____ Date of the Rehearsal _____
 Time of Wedding _____ Rehearsal Time _____
 Arrival Time _____ Rehearsal Arrival Time _____
 Departure Time _____ Rehearsal Departure Time _____
 Will our Pastor conduct the wedding? Yes No If no, Clergy's Name _____

Visiting Clergy's Contact Information: _____

One (1) wedding consultation and tour is provided by appointment (*additional sessions -fee applies*).

A custodian must be on premises for opening, during use, and for clean-up following all events (*fee applies*).

Our Organist is requested? Yes No, Organist must be consulted and music approved for all weddings (*fee applies*). Your Organist: _____ PH#: _____ Rehearsal requested? Yes No

Decorations?: Yes No Placed Date: __/__/__ Arrival __:___ AM/PM Departure __:___ AM/PM

Brief Description _____

Decorations will be placed by: _____ PH#: _____

Are there any Audio needs? Yes No What? _____

I have read and I understand that additional charges will apply for the above stated areas: Yes (must check to proceed)

Please note: This form represents your request to use the church for a wedding on the indicated date and time. This is only an application. It in no way guarantees you the use of the building on the date requested. This application will be reviewed by a church representative and you will be notified as to the status of your request.

Your signature below acknowledges that you have read the Wedding Guidelines and that you agree to their terms.

Primary Signature _____ Date _____

Spouse-to-be Signature _____ Date _____

Revised: 10/12

Received by Office on __/__/__ By: _____ Application Approved Yes No, Why _____
 Deposit Received? Yes No, When Expected __/__/__ Rec'd __/__/__ By: _____