

# WEDDING APPLICATION FOR SANCTUARY USE



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

Revised: 6/14

## 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 \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_  
 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 on: \_\_\_/\_\_\_/\_\_\_ 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 Contact Signature \_\_\_\_\_

Date \_\_\_\_\_

Spouse-to-be Signature \_\_\_\_\_

Date \_\_\_\_\_

Application: Received on \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Approved  Yes  No, Why \_\_\_\_\_ By: \_\_\_\_\_  
 Deposit Received?  Yes, If no, when Expected \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Rec'd \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ Rec'd \_\_\_/\_\_\_/\_\_\_  
 Custodian of Day: \_\_\_\_\_ # Hours needed: \_\_\_\_\_ On Calendar \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ On Server on \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_