

WEDDING RESERVATION FORM

1. Submit completed form to church office
2. Church office will confirm date(s) and fees and mail you a contract
3. Submit wedding fee and the contract to confirm reservation
4. Meet with Wedding Coordinator for arrangements
5. Remember that you must begin meetings with the Lead Minister at least 4 months before the wedding date.

Bride's name: _____ Groom's name: _____

Wedding size (anticipated attendance): _____

Contact person: _____

Address: _____

Phones: (H) _____ (W) _____ (cell) _____

Email: _____

SERVICES DESIRED (CHECK ALL THAT APPLY)

Wedding

(Includes use of Sanctuary or Great Room for rehearsal and wedding, dressing rooms, accompanist, wedding coordinator, and misc. equipment. \$280 is refundable until 30 days before the wedding; after that date, \$200 only is refundable)

- Sanctuary \$280
- Great Room \$280
- Projection Technician \$50 (If video or other media is to be projected during the service)
- Sound Technician \$25 (If sound system is needed, e.g., prerecorded music or live performance)
- Nursery care & nursery _____ hours at \$25 per hour *(this includes our certified childcare providers. Please fill out Childcare Request Form)*

Reception—Social Hall

Reception—Great Room

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| <ul style="list-style-type: none"> <input type="checkbox"/> Up to 100 guests \$225 <input type="checkbox"/> 101-150 \$275 <input type="checkbox"/> 151- 200 \$325 | <ul style="list-style-type: none"> <input type="checkbox"/> Up to 100 guests \$275 <input type="checkbox"/> 101-150 \$325 <input type="checkbox"/> 151-250 \$375 |
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(These funds support mission work and include equipment, and kitchen helpers, but no consumable items)

Reservation of the wedding date is confirmed upon receipt of the \$280 wedding fee and contract (the contract will be sent to you after the reservations calendar has been verified). Reception and nursery fees must be paid 2 weeks before the event.

Wedding Date: _____ Time: _____

Reception Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

OFFICE USE: (please initial and date each entry)

_____ Received

_____ Preliminary Calendar Entry

_____ Contract sent to client

_____ Deposit Received for \$ _____ ck #: _____

_____ Building Access, Sound, Kitchen or other arrangements finalized with client

_____ Calendar verified

_____ Fee(s) paid \$ _____ check #: _____

_____ Vouchers made for wedding coordinator, UMW, sound tech, video tech

_____ Event closed out (File in Room Reservation folder)