



## Wedding Usage Form

**WEDDING OF:** \_\_\_\_\_ **&** \_\_\_\_\_

**REQUESTED CEREMONY DATE:** \_\_\_\_\_ **CEREMONY TIME:** \_\_\_\_\_ **# OF GUESTS** \_\_\_\_\_

**REQUESTED REHEARSAL DATE:** \_\_\_\_\_ **REHEARSAL TIME:** \_\_\_\_\_

**DECORATING & SET UP TIME:**

**MINISTER PERFORMING THE CEREMONY:**

MEMBER OF FEDERATED: YES NO

**IF NOT A MEMBER OF FEDERATED WHAT LED YOU TO WANT TO USE OUR BUILDING?:**

**Building Rental for Wedding &/or Reception:** flat fee of \$400

*Includes the following:*

## Wedding Ceremony

Light Reception (cake and/or appetizers)

## Rehearsal

## Dressing rooms

Sound equipment - projection, sound system, lights, etc.

Kitchen- use of fridge/freezer, serving bowls, platters, utensils, icemaker and coffeemaker

### Use of chairs and tables

## Custodial fees

**Dinner Reception** (additional fees):

\$1 per place setting for disposable dinnerware

\$2 per place setting for dinnerware up to 175

\*Final number of place settings is due 1 week before the wedding.

Use of black curtains: \$50

**50% OF THE FEES ARE DUE AT THE TIME OF THE BOOKING. THIS DEPOSIT CONFIRMS YOUR DATE.  
THE REMAINDER IS DUE ONE WEEK PRIOR TO THE EVENT.**

We do not permit tobacco or alcohol on the church property. Dances are also not permitted. **All parties renting the church on Saturday need to be out of the building by 8:00 p.m. or additional cost will be incurred.**

**Renter's Signature:** \_\_\_\_\_

**Renter's Address:**

**Renter's Phone Number:** \_\_\_\_\_ **Cell** \_\_\_\_\_

Wedding reservation will only be accepted from the bride, groom or parent.

**\*RETURN THIS FORM TO THE CHURCH OFFICE**

For Office Use:

\_\_\_\_\_ Date: \_\_\_\_\_ Approved: Yes ☐ No ☐

*Signature of Leadership Member*

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

*Signature of Wedding Coordinator*