

FIRST PRESBYTERIAN CHURCH - Wedding Reservation Form

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

Bride's Name _____ FPC Member? _____

Groom's Name _____ FPC Member? _____

FPC Pastor _____ Sanctuary _____

Bride's Address _____ Home Phone _____

Work Phone _____

Groom's Address _____ Home Phone _____

Work Phone _____

Bride's Parents _____ FPC member? _____

Bride's Parents' Address _____ Home Phone _____

Work Phone _____

Groom's Parents _____ FPC Member? _____

Groom's Parents' Address _____ Home Phone _____

Work Phone _____

Couple's Address After Wedding _____

Florist _____ Phone _____

Photographer _____ Phone _____

Reception Location _____ If here, deposit? _____ Pd? _____

If here: Caterer's Name _____ Phone _____

Will you have a soloist or instrumentalist (other than organ)?

Name _____ Phone _____

I/We agree to pay for any damage to the church property incident to such use. We agree to be responsible for any accidents or damage to persons or property that may be due to negligence on the part of the applicant in the use of such church property. We agree not to use nails, scotch tape, or any kind of fastener that will adhere to or mar finished surfaces.

I/We understand that my \$200 deposit is due when the wedding is scheduled on the church calendar and will be returned after the wedding if the building is left in satisfactory condition. I understand that this deposit will not be refunded if I cancel the wedding within 90 days of the scheduled date. The fee is due four weeks before the wedding date.

(Fellowship Hall deposit: \$300 at time of reserving. **A separate reservation form should be completed for Fellowship Hall reservations.** The deposit will be returned if Fellowship Hall is left in satisfactory condition.)

Signed _____ date _____

For office use:

Organist _____ Custodian _____ Aisle Candles _____

Unity Candle _____ Candelabra _____ Candlelighters _____

Kneeling Bench _____

Date Confirmed and on Calendar _____ Deposit Paid _____

Fellowship Hall Deposit _____ Date _____

Date Fees will be billed _____ Date Due _____

Copy to:

___Organist ___Pastor ___ Finance ___Custodian ___Bride