

Church use contract for weddings

Bride's name _____

Groom's name _____

Date and time of wedding _____

Facilities to be used:

Sanctuary _____ Sound System _____ Number of microphones _____

Fellowship hall _____ Number of tables _____ Number of chairs _____

2 Sunday school rooms for changing _____

Fees charged _____

Date _____

Deposit paid _____

Balance due by _____

Balance due _____

Please provide us with a name and cell phone number of a contact person for the day of the wedding. This may not be the bride, groom, or mothers of the bride or groom.

We have read all of the information provided and agree to the policies of St. Elmo Presbyterian Church and agree to the fees to be paid.

Bride's signature

Groom's signature

Today's Date _____

CHURCH USE REQUEST FORM

è WEDDINGS è

Please fill out the form completely and return to Jennifer Webster, the Church Use Liaison for Weddings or the church office. Jennifer Webster 423-463-5079, jmfolkner@gmail.com

Bride's Information

Name _____ Phone # _____

Email Address _____

Groom's Information

Name _____ Phone # _____

Email Address _____

Date and time of wedding: _____

Date and time of rehearsal: _____

Reception at the church? Yes No **Expected number to attend?** _____

Wedding participants

Minister: _____ Phone number _____

Florist: _____ Phone number _____

Caterer: _____ Phone number _____

Photographer: _____ Phone number _____

Wedding director: _____ Phone number _____

Musicians: _____ Phone number _____

Other: _____ Phone number _____