

WEDDING RESERVATION FORM

Date Form Completed _____

Wedding Day/Date _____ Time _____

Rehearsal Day/Date _____ Time _____

BRIDE'S NAME _____

Address _____

Home Phone # _____ Work Phone # _____

E-mail address _____

Member of First UMC? Yes No Church Affiliation _____

GROOM'S NAME _____

Address _____

Home Phone # _____ Work Phone # _____

E-mail address _____

Member of First UMC? Yes No Church Affiliation _____

NEEDS:

Additional Rooms Required

- Parlor
- Chapel
- Youth Room

Reception Needs

- Fellowship Hall
- Dishwasher
- Flatware
- Off-Premises

Minister _____

Additional Minister: _____

Organist _____

Approximate Number of Guests _____

The Requisitionist hereby agrees and undertakes to save and hold harmless First United Methodist Church from any and all claims for damages, personal or otherwise, which may arise from the use of said facilities, whether by requisitioner or third parties, without regard to whether the damage, personal or otherwise, is brought about or caused by the negligent use or operation of said facilities by said requisitioner.

Requisitionist shall abide by all national and state laws, local ordinances, and rules of the police and fire departments. **There shall be NO USE of tobacco, tobacco products, intoxicants, or drugs permitted on the premises. Firearms and other weapons are prohibited.**

We have read and fully understand the Wedding Policy (including Building Use Fees) given to us and agree to abide by these policies to the fullest.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Minister's Signature _____ Date _____

OFFICE USE ONLY		<u>Non-Members</u>	
FEES		1/2 Fees Paid _____ \$ _____	
Sanctuary	\$ _____	Balance Paid _____ \$ _____	
Fellowship Hall	\$ _____	<u>Members</u>	
Parlor	\$ _____	Fees Paid _____ \$ _____	
Chapel	\$ _____	Balance Paid _____ \$ _____	
Youth Room	\$ _____	OFFICE USE ONLY	
TV/DVD/VCR	\$ _____	COPIES TO:	
Kitchen	\$ _____	Minister	_____
Flatware Deposit	\$ _____	Financial Secretary	_____
Custodian	\$ _____	Custodian	_____
Sound Technician	\$ <u>100.00</u>	Sound System Operator	_____
TOTAL	\$ _____	Organist	_____