Wedding Agreement for Downtown Church

Members may reserve the building 1 year in advance of the wedding date.
Guests may reserve the building 6 months in advance of the wedding date.

Wedding Date _____ # of guests_____

Ceremony Location: ☐ FLC ☐ Auditorium Time _____ Other Info: _____

Reception Location: ☐ FLC ☐ Auditorium ☐ Lobby ☐ FLC Kitchen Time: _____ ☐ Off site

Rehearsal Date _____ Time of Rehearsal _____ Time of Rehearsal Dinner _____

Rehearsal Dinner: ☐ FLC ☐ Auditorium ☐ Downstairs Fellowship Hall ☐ Lobby ☐ Off site
☐ FLC Kitchen ☐ Downstairs Kitchen

Bride's Name _____ Groom's Name _____

Bride's Address _____

Groom's Address _____

Bride's Phone _____ Groom's Phone _____

Bride's Home Congregation _____ Groom's Home Congregation_____

Who will perform the ceremony? _____ Phone _____

Who will be supervising the wedding? _____ Phone _____

By signing below, you verify that you have received and understand the Wedding Guidelines for using the Downtown Church Building and agree that you and your wedding party will comply with the wishes of the Downtown Church Shepherds and Staff.

Bride's signature _____ Date:_____

Groom's signature _____ Date: _____

Staff Member Taking Request: _____ Date: _____

Required Deposit: $ _____ Date Due: _____ Date Paid: _____

Total Fees (See attached page): $ _____ Date Due: _____ Date Paid: _____

Custodial Fee: $ _____ Date Due: _____ Date Paid: _____

A/V Fee: $ _____ Date Due: _____ Date Paid: _____

Setup/Teardown Fee: $ _____ Date Due: _____ Date Paid: _____

Notes: _____

_____

_____

Updated 03/2023