



WEDDING INFORMATION SHEET

Wedding Party Name and Reservation Dates: _____

Building Use: Sanctuary Fellowship Hall/Kitchen

Please return to the Peace Church office AS SOON AS POSSIBLE TO CONFIRM DATE

- Non Member fees: Sanctuary \$600.00; Fellowship Hall / Kitchen \$400.00
- Member fee: \$100.00
- If sound technician is required, \$50 fee applies
- Consultation for music selection with Director of Worship fees are not included
- Deposit due within 15 days of approval (\$100.00 refundable if event cancelled 30 days in advance).

Bride

Name: _____

Address: _____

Phone: _____

E-mail: _____

Church: _____

Groom

Name: _____

Address: _____

Phone: _____

E-mail: _____

Church: _____

Contacts

Local Contact: _____

Contact Info _____

Minister Officiant: _____

Contact Info _____

Premarital Counselor: _____

Contact Info _____

Wedding Coordinator: _____

Contact Info _____

Music Coordinator: _____

Contact Info _____

Reception Director: _____

Contact Info _____

Times sanctuary doors need to be unlocked (please consider florist's requirements, photographs, preparation time, etc.)

For rehearsal, Date _____ and Time needed from _____ to _____

For wedding, Date _____ and Time needed from _____ to _____

Additional set-up requests:

Please note the sanctuary platform area will be cleared.

Fellowship Hall for Reception: Y___ or N___

For decorating, Date _____ and Time needed from _____ to _____

For reception, Date _____ and Time needed from _____ to _____

Assistance needed with sound system: Y___ or N___

If yes, whom should our sound person contact?

Name: _____ Phone: _____

Consultation with Director of Worship (Music) requested (fee for service applicable): Y___ or N___

For office use only:

Approved by Senior Pastor _____

Approved by Diaconate _____

Fee Received _____

Copies:

Dir of Worship and Communcations _____

Office Manager/Diaconate _____

Sound _____

Custodial _____

Wedding Coordinator _____