



Facility Use Request for Weddings

(Please refer to the wedding brochure contained in this packet for any questions you may have.)

Brides Name: _____

Address: _____ Zip: _____

Phone #: _____

Email: _____

Groom's Name: _____

Address: _____ Zip: _____

Phone #: _____

Email: _____

Wedding Date: _____ Time: _____

Number of Guests Expected: _____

Date and Time of Wedding Set Up: _____

Date and Time of Take Down: _____

(Please include the reception and/or the rehearsal dinner if they are being held at Hillcrest)

Type of space needed for wedding ceremony party and guests:

Sanctuary _____ Brides room/Fireplace room _____ Kitchen _____

Classroom(s) # _____ Fellowship Hall _____

The wedding coordinator can visit with you when you meet about the use and need for the additional rooms if you have any questions.

Will the Rehearsal Dinner be at Hillcrest? : Yes _____ No: _____

If Yes, Indicate Time and Length of Time Needed: _____

Type of Space needed for Rehearsal Dinner: Fellowship Hall _____ Fireside Room _____ Kitchen _____

Will the reception be held at Hillcrest? Yes: _____ No: _____

If yes please continue through this section.

What type of reception are you considering? (ie. cake, sit down dinner, dance)

Number of People Expected: _____

Number of Chairs needed: _____ Number of Tables and Type: _____

(Note: We have round table to place in the fellowship hall for approximately 250 guests and rectangle tables for the gymnasium for approximately 500.)

Type of space needed for wedding reception:

Fellowship Hall _____ Gymnasium _____ Fireside Room _____ Kitchen _____

Are you considering child care services for 4 years and under? Yes _____ No _____

Sound/AV Equipment needed? _____

Explain when and where you would like this service provided?

Please turn this form in with your deposit to the church office

Office Use Only (Do Not Complete)

Approval Signature: _____ Date: _____