



## Facility Use Request for Weddings

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Wedding

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Wedding Set Up: \_\_\_\_\_ Time of Wedding Set Up: \_\_\_\_\_

Date of Tear Down: \_\_\_\_\_ Time of Tear Down: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

## Rehearsal/Dinner

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

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 \_\_\_\_\_ Gym \_\_\_\_\_ Kitchen \_\_\_\_\_

# Reception

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)

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Type of space needed for Reception: Fellowship Hall \_\_\_\_ Gym \_\_\_\_ Kitchen \_\_\_\_

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.)*

Sound/AV Equipment needed? \_\_\_\_\_

Explain when and where you would like this service provided?

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*Please turn this form in with to the church office.*

*Full payment is due once application is approved to officially reserve date.*

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Office Use Only (Do Not Complete)

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_