

SEVEN RIVERS PRESBYTERIAN CHURCH

WEDDING FACILITY REQUEST FORM

Please return this form to the church office to reserve the use of the facility. A copy will be mailed to the bride. Please contact Linda Gangi at the church office if you need to make any changes (lgangi@sevenrivers.org / 352.746.6200).

Rehearsal Date & Time: _____ / _____ / _____ @ _____ Number attending: _____

Wedding Date & Time: _____ / _____ / _____ @ _____ Number attending: _____

	Bride	Groom
Full Name		
Phone Numbers		
Address		
E-mail Address		

Contact Person _____ Phone Number _____

Address _____

E-mail Address _____

Pastor performing ceremony _____

Will the reception be held at church? Yes No

Reception in Florida Room Yes No

Reception in Florida Room & Lobby Yes No

Reception in Gym Yes No

Number of Guests _____ Number of Chairs _____

Number of 5 ft. round tables _____ Number of 8 ft. rectangle tables _____

Caterer _____ Phone Number _____ Arrival Time _____

WEDDING PARTY

Number of Bride's attendants _____ Number of Groom's attendants _____

Name of Maid or Matron of Honor _____

Name of Best Man _____

Ring Bearer Flower Girl Will attendants be dressing at the church? Yes No

Arrival time _____ Total number of dressing rooms: Bridal Party Groomsmen

Please note: Personal belongings will need to be removed from the dressing rooms after the ceremony.

Who do you have listed for the following?

	Name	Phone Number	Arrival Time
Organist			
Pianist			
Vocalist(s)			
Other Musicians			

Florist _____ Phone Number _____ Arrival Time _____

Photographer _____ Phone Number _____ Arrival Time _____

Photos taken before wedding: All Half None Photo start time _____

Videographer _____ Phone Number _____ Arrival Time _____

Audio recording of ceremony? Yes No Number of CD's requested _____ (\$4 each)

Video or graphic materials to be shown on the screens in the sanctuary must be submitted at least **two weeks** prior to your event. If our audio/visual technicians have not received these materials prior to the two week period, it is likely that the materials will not be used for the ceremony.

The church will assign A/V and light technicians for you after you have reserved the date for your wedding.

{OFFICE USE}

Marriage Preparation Information form filled out: Bride _____ Groom _____

Marriage Class: _____

Letter for County: _____

Counseling with Rich Greete: Contacted _____ Completed _____

Facilities Usage Fees:

\$300 Date Paid _____ / _____ / _____ for Wedding (includes use of A/V technician)

\$400 Date Paid _____ / _____ / _____ for Wedding and Florida Room

\$500 Date Paid _____ / _____ / _____ for Wedding and Florida Room/Lobby

\$450 Date Paid _____ / _____ / _____ for Wedding and Gymnasium

\$20 per hour extra for sanctuary access during non-office hours: _____ hours @ \$20/hr. = _____

Fee Distribution:

Entire Wedding = \$300

\$100 A/V Technician (51510)

\$150 Custodian (51500)

\$50 Electricity (54160)

Additional Fees:

Reception completely contained in Florida Room \$100 add'l [custodial fees (51500)]

Reception involving Lobby \$200 add'l [custodial fees (51500)]

Reception in Gym \$150 add'l [\$100 custodial fees (51500) / \$50 electrical fees (54160)]

Deacon/Sexton or staff member to lock all doors and set alarms:

Rehearsal _____

Wedding _____

Reception _____

A/V Technician _____

Media Shout (big screens) _____

Maintenance _____

Ceremony recording (audio only): Quantity _____ (\$4 per CD)

Cost \$ _____ (account #40250)

Date Paid _____ / _____ / _____

Reception in Florida Room or Gym _____

Number of 5 ft. round tables _____ Number of 8 ft rectangle tables _____

Number of chairs _____

Dressing room—Bride

Room 408 _____

Dressing room—Groom

Room 406/407 _____

Decorating:

Arrival time _____ (During office hours. Additional fee for non-office hours.)

Notify Pastor, Production Team, Facility Manager and Office Manager:

Two weeks before wedding

E-mail contact person