

HILL POINT CHURCH FACILITY USE RENTAL AGREEMENT: WEDDINGS

(updated 11-07-2008)

- WHY** - COMMUNICATION WITH THE OFFICE SO WE CAN ANSWER QUESTIONS WHEN ASKED.
 - INFORMATION FOR THE CUSTODIAN IF CHURCH FACILITIES ARE BEING USED
 - RECORD OF AN OFFICIAL EVENT IN CASE OF ACCIDENT OR FOR INSURANCE CLAIM

INFORMATION

DATE OF REQUEST _____

(Please complete and submit to the Church office at least two months in advance of wedding).

NAME OF BRIDE _____ PHONE NUMBER _____ CELL _____

ADDRESS _____

NAME OF GROOM _____ PHONE NUMBER _____ CELL _____

DATE OF WEDDING _____

TIME OF WEDDING _____ TIME OF ARRIVAL AT CHURCH FOR WEDDING _____ TIME

WEDDING WILL BE CONCLUDED _____ **On Saturdays the Worship Center must be cleaned and vacated by 4:00 P.M. to allow for preparation for Sunday morning services. All events in other areas must be concluded no later than 9:00 P.M. (Please see Fee Schedule for After Hours Fee.)**

DATE OF REHEARSAL _____ TIME OF REHEARSAL: FROM _____ TO _____

ESTIMATED ATTENDANCE _____

DO YOU NEED TO MAKE ADVANCE PREPARATIONS IN THE BUILDING? YES ___ NO ___

IF YES, WHEN DO YOU WISH TO PREPARE? DATE _____ TIME: FROM _____ TO _____

DESCRIBE THE NATURE OF THE PREPARATIONS _____

TIME FLORIST WILL ARRIVE _____ NAME OF FLORIST _____ PHONE _____

If you are throwing flower petals, please use silk flower petals as fresh flower petals leave stains on the carpet.

TIME PHOTOGRAPHER WILL ARRIVE _____ NAME _____ PHONE _____

CHURCH FACILITIES NEEDED:

CHECK IF YOU NEED

WORSHIP CENTER _____ SOUND _____ AUDIOVISUAL EQUIPMENT _____

OTHER EXPLAIN _____

219 - FELLOWSHIP HALL _____ MAIN KITCHEN _____

203 - LIBRARY _____ LIBRARY, KITCHENETTE _____

207 - TODDLER _____ 208 - NURSERY _____ 210 - INFANTS _____

211- CLASSROOM _____

BRIDE & BRIDESMAIDS DRESSING ROOM: _____

BRIDE'S SEPARATE DRESSING ROOM: _____

GROOM & GROOMSMEN DRESSING/WAITING ROOM: _____

PLEASE NOTE:

- BEFORE YOU SCHEDULE AN EVENT, PLEASE CLEAR THE DATE WITH OUR CHURCH SECRETARY FOR INCLUSION ON THE CHURCH CALENDAR.
- FACILITY IS NOT BOOKED UNTIL FORM IS COMPLETED AND APPROVED, EVEN THOUGH PHONE CONFIRMATION OF TIME AND AVAILABILITY OF FACILITIES IS GIVEN.
- GROUPS USING HILL POINT FACILITIES ON FRIDAY NIGHT OR SATURDAY WILL BE REQUIRED TO SET UP THE ROOMS FOR SUNDAY SCHOOL BEFORE THEY LEAVE.
- PLEASE NOTIFY THE CHURCH OFFICE IF IT BECOMES NECESSARY TO MAKE ANY CHANGES IN PLANS.
- ALL GROUPS MUST LEAVE THE FACILITY IN THE SAME CONDITION IN WHICH THEY FOUND IT. ANY CLEANING UP MUST BE DONE BY THOSE WHO USE THE FACILITY.**

DATE APPLICATION RECEIVED IN CHURCH OFFICE _____ BY _____

ELDER BOARD/PASTOR APPROVED _____ DATE _____ BY _____

ELDER BOARD/PASTOR DISAPPROVED _____ DATE _____ BY _____

REASON FOR DISAPPROVAL _____

DATE DEPOSIT RECEIVED _____ AMOUNT _____ DATE BALANCE REC'D _____ AMOUNT _____

Please make check payable to: Hill Point Church