
Wedding Request Form #2

Basic Information:

Name of Bride & Groom: _____
Date of Wedding: _____ **Time of Wedding:** _____ **Arrival Time:** _____
Estimated Ending Time (*all programs must be finished at 9pm to ensure proper cleaning): _____
Date of Rehearsal: _____ **Rehearsal Time:** _____
Wedding Director's Name: _____ **Director's Phone Number:** _____
Musicians (specify instruments) _____

Room Use Descriptions:

For the rooms that apply, give a brief description of the room use (Ex. Bride/bridesmaids dressing room)

Upstairs Classroom #1 _____
Upstairs Classroom #2 _____
Kitchen _____
Classroom 1E6 _____

Specific Requests

Please select the specific requests you will need

- ☐ Garment rack in Bride's dressing room
- ☐ Garment rack in the Groom's dressing room
- ☐ Mirror in Bride's dressing room
- ☐ Mirror in Groom's dressing room
- ☐ Flower pedestals – if so, how many? _____ (Florist should arrange)
- ☐ Gift table in Worship Center lobby
- ☐ Podium for guest book

Reception or Rehearsal Dinner (if applicable)

- ☐ Round tables (8 chairs to a table) – how many? _____
- ☐ Long tables – how many? _____
- ☐ Kitchen access
- ☐ Sound system (if using, more details will be gathered by coordinator)
- ☐ Projector
- ☐ Use of foyer

What are your plans for food? (caterer, etc.) _____
Who will clean up the food afterwards? (non-disposable dishes, etc.; the cleaning service will clean the fellowship hall)? _____

Fellowship Hall Set Up – please draw the set up you desire in the box below

Side Room	Doors to Kitchen	Stage	
Side Room			
	Main Doors	Sound booth	

I have read, understand and agree to the following:

- All guidelines/fees stated in the Clemson Presbyterian Church Wedding Guide Book as well as this form
- Persons and property will be respected while your group is using the building
- Your group is responsible for making monetary restitution for all damages over normal wear and tear to the building
- All fees must be paid in full 1 month before the wedding
- Clemson Presbyterian Church is not responsible in any way for the loss or damage to personal property stored anywhere on the grounds or in the buildings during the wedding events.
- Clemson Presbyterian Church is not responsible in any way for injuries sustained by any persons on church grounds or in the buildings during the wedding events.

Signature: _____ Date: _____

Staff signature: _____ Date: _____

Deacon signature: _____ Date: _____

Office Use Only:

Date form returned: _____ Date remaining fees received: _____

Payment info: _____