

# WEDDING APPLICATION



## Facility Fees Total: \$500

Facility Fee (covers cost of use of Worship Center, support staff, building costs, soundboard person, and your wedding coordinator.)

### Bride Information

Bride's Name		Age	
Mars Hill Bible Church Member	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Phone	Work Phone		
Address			
City		Zip	

### Groom Information

Groom's Name		Age	
Mars Hill Bible Church Member	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Phone	Work Phone		
Address			
City		Zip	

### Wedding and Rehearsal Information

Date of Wedding	Time	Day
If you need to change the time or date of your wedding, you must contact the Facility Coordinator immediately		
Estimated Number of Wedding Guests		
Officiating Pastor	Phone	Home Church
Date of Rehearsal	Time	Day

### Relationship Status for Each (Check all that apply)

Groom	Bride
<input type="checkbox"/> Living Together	<input type="checkbox"/> Living Together
<input type="checkbox"/> Widowed	<input type="checkbox"/> Widowed
<input type="checkbox"/> Never Married	<input type="checkbox"/> Never Married
<input type="checkbox"/> Divorced	<input type="checkbox"/> Divorced
<input type="checkbox"/> Other	<input type="checkbox"/> Other

### Are you a registered to attend or have you completed one of the following (Check all that apply)

Groom	Bride
<input type="checkbox"/> PreMarriage Class attend/registered (circle)	<input type="checkbox"/> PreMarriage Class attend/registered
<input type="checkbox"/> Other	<input type="checkbox"/> Other
Explain:	Explain:

### Office Use Only

Approved By	Date	CC:
Wedding Deposit Paid <input type="checkbox"/> Y <input type="checkbox"/> N	Check #	Date Paid Amount From
Wedding Balance Due	Date Paid	

### Decorating Guidelines

1. Confetti, birdseed, rice or similar objects shall not be used in or around the church premises.
2. Candles, if used, must be enclosed in stationary glass globes to comply with fire regulations. An exception to this rule is the platform candles and unity candle. These can be open but must have a drop cloth under them.
3. Decorations are limited to those that will not mar, scratch, soil or otherwise damage surfaces or fixtures.
4. Any group that uses the facilities must assume responsibility for damage or destruction of church property.
5. Clear and /or duct tape shall not be used on any surface. Facility Services can provide special tape.
6. Staples, tacks, and nails shall not be used on any surface.
7. The wedding coordinator must be consulted for decorating guidelines.
8. You are responsible for the immediate removal of all decorations for your wedding.
9. All floral equipment (candleabra, kneeling benches, etc.) must be removed from the church within one hour of completion of the ceremony.

For other guidelines and restrictions, please refer to your copy of "Facility Use Policy."

