

TO: First Cumberland Presbyterian Church Session

ACTION REQUESTED: **Wedding Ceremony/Reception**

_____, **Administrative Coordinator of the First Cumberland Presbyterian Church, and _____ agree on this date _____ that the latter wishes and agrees to rent Sanctuary for the purpose of their wedding from ____ am/pm to ____ am/pm and be responsible for any and all injury or property damage incurred. The rehearsal is scheduled for _____ from ____ am/pm to ____ am/pm. The latter has reviewed and understands the Church's Building Usage Policy. The latter understands there shall be no use of alcohol or burning of candles while using the facility. For non-member weddings a \$500 usage fee is required for 3 hours, which includes a non-refundable deposit of \$75.00 with a signed copy of this agreement. Each additional hour is \$150. This fee includes Gathering Area, Sanctuary, Cry room, Bridal Parlor and Groom room. The Fellowship Hall is rented at a rate of \$300 for four hours and does include utensils, tablecloths or any other First Cumberland Presbyterian kitchen aids. The balance is due 10 days in advance of the event date.**

Signature and Date

Signature and Date

Wedding Registration – Church Calendar

Bride's Name: _____ Phone: _____

Groom's Name: _____ Phone: _____

Wedding Date: _____

Rehearsal Date: _____

Estimated attendance _____

Will the Fellowship Hall be rented for the reception or rehearsal? _____

Costs:

Sanctuary

\$500 first 3 hours _____ \$500_

\$150 each additional hour 150 X ____ Hours _____

Fellowship Hall

\$300 for 3 hours _____ \$300_

Total Cost Due: _____

Deposit paid _____

Amount/Date