

  
**Federated  
Fellowship**  
Wedding Usage Form

WEDDING OF: \_\_\_\_\_ & \_\_\_\_\_

REQUESTED CEREMONY DATE: \_\_\_\_\_ CEREMONY TIME: \_\_\_\_\_ # OF GUESTS \_\_\_\_\_

REQUESTED REHEARSAL DATE: \_\_\_\_\_ REHEARSAL TIME: \_\_\_\_\_

DECORATING & SET UP TIME: \_\_\_\_\_

MINISTER PERFORMING THE CEREMONY: \_\_\_\_\_

MEMBER OF FEDERATED:      YES      NO

IF NOT A MEMBER OF FEDERATED WHAT LED YOU TO WANT TO USE OUR BUILDING?:

\_\_\_\_\_  
\_\_\_\_\_

**Building Rental for Wedding &/or Reception: flat fee of \$400**

*Includes the following:*

- Wedding Ceremony
- Light Reception (cake and/or appetizers)
- Rehearsal
- Dressing rooms
- Sound equipment - projection, sound system, lights, etc.
- Kitchen- use of fridge/freezer, serving bowls, platters, utensils, icemaker and coffeemaker
- Use of chairs and tables
- Custodial fees

**Dinner Reception (additional fees):**

- \$1 per place setting for disposable dinnerware
- \$2 per place setting for dinnerware up to 175
- \*Final number of place settings is due 1 week before the wedding.
- Use of black curtains: \$50

**50% OF THE FEES ARE DUE AT THE TIME OF THE BOOKING. THIS DEPOSIT CONFIRMS YOUR DATE.  
THE REMAINDER IS DUE ONE WEEK PRIOR TO THE EVENT.**

We do not permit tobacco or alcohol on the church property. Dances are also not permitted. **All parties renting the church on Saturday need to be out of the building by 8:00 p.m. or additional cost will be incurred.**

Renter's Signature: \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Renter's Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_

Wedding reservation will only be accepted from the bride, groom or parent.

**\*RETURN THIS FORM TO THE CHURCH OFFICE**

For Office Use:

\_\_\_\_\_  
Signature of Leadership Member      Date: \_\_\_\_\_      Approved: Yes  No

\_\_\_\_\_  
Signature of Wedding Coordinator      Date: \_\_\_\_\_