

**UNION CHURCH**

Berea, KY 40404  
CPO 2105  
859-986-3725 office@union-church.org

**RESERVATION FORM FOR WEDDINGS**



Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Where: \_\_\_\_\_  
Pd: \_\_\_\_\_

Bride \_\_\_\_\_ Union Church member? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Union Church member? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Wedding date & time \_\_\_\_\_ Sanctuary \_\_\_\_\_ or Cowan Chapel \_\_\_\_\_

On the day of your wedding, what time would you like to get in the church? \_\_\_\_\_

What time do you expect to leave? \_\_\_\_\_

*If your reception will NOT be at Union Church, we ask that all guests & participants leave the building within an hour after the wedding is over, so our host/ess can lock the building without locking in your possessions.*

Rehearsal date & time \_\_\_\_\_

Who will be your contact person to meet with our wedding host/ess at the rehearsal, as discussed in the brochure?  
\_\_\_\_\_

Officiating minister: \_\_\_\_\_

Will you use the sanctuary sound system \_\_\_\_\_ the organ \_\_\_\_\_ the piano \_\_\_\_\_

If so, who will play? \_\_\_\_\_ Phone \_\_\_\_\_

Please note that payment of the rental fee is for building use only - arrangements with an officiant and musicians are your responsibility, in accordance with your faith tradition and preference. Union Church's minister, Rev. Kent Gilbert, can be reached at 986-3725.

Reception location \_\_\_\_\_

**A RESERVATION IS RECORDED WHEN A SIGNED COPY OF THIS FORM AND CHECKS FOR ALL FEES HAVE BEEN RECEIVED IN THE CHURCH OFFICE.**

Signature \_\_\_\_\_

- I understand that alcohol use is NOT permitted on Union Church premises. \_\_\_\_\_ (pls. initial)
- I understand that smoking is NOT permitted in the building. \_\_\_\_\_ (pls. initial)
- I understand that it is my group's responsibility to set up and take down tables & chairs. \_\_\_\_\_ (pls. initial)
- I understand that decorations in the Sanctuary may not be moved. \_\_\_\_\_ (pls. initial)