

**INFO ABOUT THE COUPLE**

Name \_\_\_\_\_ Union Church member? \_\_\_\_\_

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

Name \_\_\_\_\_ Union Church member? \_\_\_\_\_

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

**TIME & PLACE OF WEDDING & RECEPTION**

Wedding date & time \_\_\_\_\_ Sanctuary \_\_\_\_\_ or Cowan Chapel \_\_\_\_\_  
(refundable deposit) (\$650 plus \$200) (refundable deposit) (\$500 plus \$200)

On the day of your wedding, what time would you like to get in the church  
(maximum 4 hours of use)? \_\_\_\_\_ What time do you expect to leave? \_\_\_\_\_

Rehearsal date & time (customarily the evening before the wedding & a maximum of 4 hours)

\_\_\_\_\_

Reception location (if at Union Church, 4 hours maximum)

\_\_\_\_\_

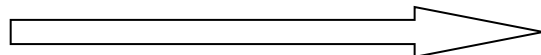
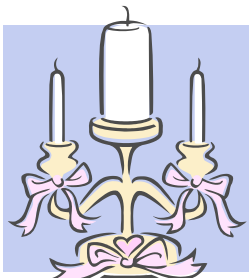
*If your reception will NOT be at Union Church, we ask that all guests & participants leave the building within an hour after the wedding is over, so our host/ess can lock the building without locking in your possessions.*

Name and phone number of person to meet with our wedding host/ess at the rehearsal?

\_\_\_\_\_

Officiant: Rev. Kent Gilbert \_\_\_\_\_

\_\_\_\_ Another officiant (please give name & contact information)



Please see next page

**Please fill in as applicable:**

Name & cell phone of Musician \_\_\_\_\_

Name & cell phone of Caterer \_\_\_\_\_

Name & cell phone of Wedding Coordinator \_\_\_\_\_

- ◆ If your reception is at Union Church, you are welcome to use the tables and chairs, but we ask that you put them away after the event.
- ◆ Trash should be taken to the dumpster at the end of the parking lot.
- ◆ If you need refrigerator space, please ask in the office about availability during regular business hours (8:00—5:00, Monday—Friday)
- ◆ Please note that heating and air conditioning of all spaces is controlled by computer and must be programmed in advance, also during business hours.
  - 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 liturgical banners and decorations in the Sanctuary & Cowan Chapel may not be moved. \_\_\_\_\_ (pls. initial)

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 ministers can be reached at 986-3725.

**A RESERVATION IS RECORDED WHEN A SIGNED COPY OF THIS FORM AND THE \$200 DEPOSIT CHECK HAS BEEN RECEIVED IN THE CHURCH OFFICE (4 WEEKS BEFORE THE WEDDING). ENTIRE FEE IS DUE 2 WEEKS BEFORE THE WEDDING.**

Signature \_\_\_\_\_

\_\_\_\_\_

***FOR OFFICE USE***

(Arranging for the services of these staff members is Union Church's responsibility and they are paid with a portion of the fee you pay for building use.)

Name & cell phone of Sound Tech \_\_\_\_\_

Host/ess \_\_\_\_\_