

DECATUR PRESBYTERIAN CHURCH Wedding Reservation Request

Party 1 (full name): _____
 Mailing Address: _____
 Telephone: (home) _____ (office) _____ (cell) _____
 Email Address(es): _____

Party 2 (full name): _____
 Mailing Address: _____
 Telephone: (home) _____ (office) _____ (cell) _____
 Email Address(es): _____

Rehearsal: Date: _____ Time: _____ **Wedding:** Date: _____ Time: _____

Location: Sanctuary (seats 750 comfortably) Chapel (seats 100 comfortably)
 Candelabra: Dressing Rooms (Main Level McGeachy Classroom across from Keith Parlor)
 (optional) needed: (Session Room)

DPC Officiating Minister: _____
*If inviting another minister to take part in the ceremony, please provide **address and phone number(s)**.*

DPC Approved Organist: _____
 Are any other musicians anticipated? Yes No Name: _____ Instrument/Soloist?: _____

***Florist Contact:** _____

***Photographer:** _____

Reception: Slack Fellowship Hall Parlor Elsewhere _____

***Caterer Contact (if reception is here):** _____

Mailing Address of the Couple after marriage (for our records):

Please note: After the Session has ordered the date, time, place, and officiating minister for your wedding, a non-refundable deposit of one-half of the fee must be paid before the wedding can be placed on the church calendar. The balance of the fee is due no later than one (1) month prior to the wedding.

I have read the Decatur Presbyterian Church Wedding Handbook, and I understand the policies set forth by the church, including the non-refundable portion of the fee.

Signed: _____ Date: _____

Print name: _____

For Church Office Use Only: *Members?: Party 1: Y N Party 2: Y N*

Date application received: _____ Date to Sr. Minister Office: _____ Date to Worship Council: _____ Date approved by Session: _____	Total Fee: \$ _____ Payment (deposit): <i>Please note "For Wedding" of "date" on your checks</i> Payment (balance):	Copy to: <input type="checkbox"/> Sr. Minister <input type="checkbox"/> Worship Council <input type="checkbox"/> Financial Administrator <input type="checkbox"/> Minister of Music <input type="checkbox"/> Wedding Director <input type="checkbox"/> Custodial Staff <input type="checkbox"/> Church Administrator
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** We do not have to have this information for you to submit this form, but ask that you please provide the information to us as soon as you have secured these services.* Rev. 5/16/16