

# Wedding Request Form

## EAST BAY CALVARY CHURCH

Congratulations on your upcoming wedding! Please fill out this form so we can get an idea of what your needs would be.

Please keep in mind that according to our policy, programs and events must not be in conflict with the objectives and/or doctrinal statements of East Bay Calvary Church. To use any kitchen facilities, a Kitchen Use Request form IN ADDITION to this form must be filled out. Fees may apply in accordance with the policy manual; our office will contact you about your request, and can be reached at (231) 946-4479.

Date of wedding: \_\_\_\_\_ Names of bride & groom: \_\_\_\_\_

### Ceremony

Time: \_\_\_\_\_ - \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Worship center                              | <input type="checkbox"/> Choir room (Room 201) | <input type="checkbox"/> Classroom(s): _____ |
| <input type="checkbox"/> Gym   | <input type="checkbox"/> Fellowship hall       | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> Kitchen (requires Kitchen Use Request Form) |  |  |

Expected attendance: \_\_\_\_\_

### Reception

Time: \_\_\_\_\_ - \_\_\_\_\_

According to church policy, the building must be vacant by 8pm on Saturdays.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Worship center                              | <input type="checkbox"/> Choir room (Room 201) | <input type="checkbox"/> Classroom(s): _____ |
| <input type="checkbox"/> Gym   | <input type="checkbox"/> Fellowship hall       | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> Kitchen (requires Kitchen Use Request Form) |  |  |

Round tables needed: \_\_\_\_\_ Chairs needed: \_\_\_\_\_

Rectangular tables needed: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

### Rehearsal

Date: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Worship center                              | <input type="checkbox"/> Choir room (Room 201) | <input type="checkbox"/> Classroom(s): _____ |
| <input type="checkbox"/> Gym   | <input type="checkbox"/> Fellowship hall       | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> Kitchen (requires Kitchen Use Request Form) |  |  |

Round tables needed: \_\_\_\_\_ Chairs needed: \_\_\_\_\_

Rectangular tables needed: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

### Decorating & setup

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Decorating and setup must not conflict with EBCC ministry needs. Do not remove existing decorations or furniture without prior approval of the appropriate ministry leader(s). You are responsible for leaving all facilities, including decorations, furniture, etc., as they were found.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Worship center                              | <input type="checkbox"/> Choir room (Room 201) | <input type="checkbox"/> Classroom(s): _____ |
| <input type="checkbox"/> Gym   | <input type="checkbox"/> Fellowship hall       | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> Kitchen (requires Kitchen Use Request Form) |  |  |

Expected number of helpers: \_\_\_\_\_



EAST BAY  
CALVARY CHURCH

2225 Hammond Rd. E

Office hours: 8 am - 4 pm, Monday - Thursday

231.946.4479 | office@eastbaycalvary.org

# Media

We limit the use of the following equipment to our trained personnel only. Our staff will be responsible for providing this personnel; fees will apply. The keyboard is the only instrument available for use in the worship center. Personal instruments are not to be plugged into our system, nor is any other equipment on stage to be used or moved.

**The sound system is not guaranteed for rehearsals due to the limited availability of our personnel.**

CEREMONY equipment requested (worship center):

Microphones     Prerecorded audio     Projector     Keyboard

RECEPTION equipment requested (gym/fellowship hall):

Microphones     Prerecorded audio

# Bride & groom information

Officiant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you currently or have you already seen a counselor or pastor for premarital counseling?

Yes    Name: \_\_\_\_\_     No

## Bride

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Affiliation with East Bay Calvary Church:     Member     Regular attender     Non-member

## Groom

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Affiliation with East Bay Calvary Church:     Member     Regular attender     Non-member

# Comments

# Important information

It is understood that...

- There may be **no children left unsupervised** and they must be restricted to the rooms requested.
- The requesting group is expected to **clean the rooms** used after use (tables/chairs put away, etc.). All lights are to be turned off and all doors locked. All food and drinks will be bagged and disposed of in the church dumpster.
- Exterior doors are **not to be propped open**.
- It is further understood and agreed that **East Bay Calvary Church will not be liable in any way** for any injuries that may occur on the premises. It is also understood that East Bay Calvary Church is not responsible for any personal items that may be left at the church facilities.
- The **applicant is responsible for any and all damage** to East Bay Calvary Church property by their guests and/or attendees. It is understood that moving, adjusting, unplugging, using, or in any way interfering with church property (that is not explicitly free for your use) is prohibited. **Additional fees may be charged for property damages that occur during the event.**

By signing below, I indicate that I understand and agree to the above statements.

Signature of requesting party: \_\_\_\_\_ Date: \_\_\_\_\_

## Group representative

The group representative serves as the contact point for the requesting group. They are responsible for the key (if needed) and overseeing its return after the event. They are also responsible for overseeing the cleaning and tear down process, especially ensuring that all lights are turned off, doors are locked, and used rooms are clean and in the state they were found in.

Group representative name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I will need a key to the building and will return the key immediately following the event.

<b>OFFICE USE ONLY</b>	<input type="checkbox"/> Approved	Date: _____	<input type="checkbox"/> Added to church calendar
Comments:			