

**Wedding**  
**Building and**  
**Equipment Use**  
**Application**



Date Received:  
  
Office Use Only

Please complete Sections 1 - 3.

**1.**

Requester's Name \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City, Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**2. Please check the one that applies:**

I have been regularly attending MSF.  I occasionally attend MSF.  I do not attend MSF.

**Date/Date of Rehearsal** \_\_\_\_\_ **Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_  
 Are you requesting use of the BackLot Bistro or Café for the Rehearsal Dinner? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Would you like to use the Kitchen for anything? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Date/Day of Wedding** \_\_\_\_\_ **Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_  
 Is the reception being held at MSF? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what space are you requesting?  
 Auditorium \_\_\_\_\_ BackLot Bistro \_\_\_\_\_ Café \_\_\_\_\_ Pavilion \_\_\_\_\_

**IMPORTANT:** Is additional "set-up" time needed? (i.e.. Wedding is being held on Saturday and you would like to set up on Friday) Yes \_\_\_\_\_ No \_\_\_\_\_  
 What day and time are you requesting? \_\_\_\_\_

**3. Fees and Honorariums:**

Item	Cost	Total
Auditorium - REHEARSAL & WEDDING (Chairs setup for Sunday morning)	\$200	
Auditorium - RECEPTION & WEDDING (Limit to 350 persons) (Set up & removal of tables is the responsibility of those using the facility.) PLEASE NOTE: If reception is held on a Saturday, the building must be vacated by 5 p.m. This means tables, etc. must be taken down and put away.	\$450	
Auditorium - RECEPTION ONLY (Limit to 350 persons) (Set up & removal of tables is the responsibility of those using the facility.) PLEASE NOTE: If reception is held on a Saturday, the building must be vacated by 5 p.m. This means tables, etc. must be taken down and put away.	\$300	
Kitchen (food preparation usage)	\$100	
Café (if used for rehearsal dinner)	\$100	
Fellowship Room (if used for rehearsal dinner)	\$100	
Fellowship Room (if used for reception) *Limit to 100 guests	\$150	
Fellowship Room (if used for wedding and reception)	\$200	
Sound Technician *must use (available for wedding ceremony ONLY)	\$175	\$175
ProPresenter Technician *must use if running of video equipment is requested	\$100	
Decorations *see List of decorations available	\$100	
Musician (if needed)	\$50	
Honorarium for Minister	\$100	\$100
<b>Total Reimbursements:</b>		\$

**OFFICE USE ONLY**

Approved: yes / no  
 Approved by : \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Deposit due: \_\_\_\_\_

**Comments:**

AMT. OF DEPOSIT RECEIVED WITH APPLICATION \_\_\_\_\_ BALANCE DUE \_\_\_\_\_  
 This form must be received with a deposit of \$100, before the date can OFFICIALLY be placed on the calendar.

Please make three copies of this form upon approval. Copy to Applicant – Copy to Office – Copy to Custodian

Updated Friday, May 27, 2011