

**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) ONLY	\$200	
Auditorium if used for the Reception (<i>Limit to 350 persons</i>) (Set up & removal of tables is the responsibility of those using the facility.) <i>PLEASE NOTE:</i> 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.	\$125	
Kitchen (food preparation usage)	\$50	
Fellowship Room (if used for rehearsal dinner)	\$50	
Fellowship Room (if used for reception) *Limit to 100 guests	\$75	
Fellowship Room (if used for wedding and reception)	\$120	
Sound Technician *must use (available for wedding ceremony ONLY)	\$100	\$100
Decorations *see List of decorations available	\$100	
Musician (if needed)	\$50	
Honorarium for Minister	\$100	
Total Reimbursements:		\$

Comments:

OFFICE USE ONLY

Approved: yes / no
Approved by : _____
Date Approved: _____
Deposit due: _____

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