

Event Request Form - Wedding

*This request form **needs to be approved** before it will be put on the church calendar. Please **don't assume** that it is approved just by filling it out. If this is not related to an East Hills Ministry Event, and it is approved, then a Facility Use Contract will need to be filled out as well agreeing to our facility use guidelines and costs. Thank you.*

Today's Date: _____ Name of Requestor: _____

Cell Phone: _____ Email: _____

Bride's Name: _____ Groom's Name: _____

Pastor officiating the wedding: _____

Type of Event (check all that apply):
 Indoor Wedding Outdoor Wedding
 Indoor Reception Outdoor Reception

Date of Event: _____ Time of Event (start-end): _____ - _____ # to attend: _____

(Weddings are to be no more than 3 1/2 hours - arrival to departure - and receptions are four (4) hours - starting right after the ceremony - plus 1 hour for clean-up.

Arrival time (to set up): _____ Departure time (after cleaning/setting back up): _____

FOR OFFICE USE ONLY:

Reviewed on (date): _____ Result? Approved Not Approved

Comments: _____

Facility Use Contract required? Yes No

Host/tech person assigned: _____

