

Pleasant Grove Baptist Church
Wedding Request Form
(Submit as early as possible)

Wedding Date Requested _____ **Time** _____

Bride's Name _____ **Church Member** ____ Yes ____ No

Address _____

Work Phone _____ **Home Phone** _____

Cell Phone _____ **Email Address** _____

Minister's Name _____

Wedding Director: _____ **Phone** _____

Groom's Name _____ **Church Member** ____ Yes ____ No

Address _____

Work Phone _____ **Home Phone** _____

Cell Phone _____ **Email Address** _____

Minister's Name _____

Rehearsal Date _____ **Time** _____

Check all areas that are being requested:

Sanctuary ____ **Fellowship Hall** ____ **Bridal Suite** ____ **Audio/Visual** ____

Reception Time _____ **To** _____

Guest Minister _____ Phone _____

Instrumentalist(s) _____ Phone _____

Vocalist(s) _____ Phone _____

Florist _____ Phone _____

Photographer _____ Phone _____

Caterer _____ Phone _____

Audio/Visual _____ Phone _____

If a PGBC Audio/Visual Committee member runs the Church's sound system, it is the responsibility of the applicant to compensate **\$100** for services rendered. This amount shall be paid in addition to rental fee and security deposit.

Instrumentalists shall be compensated a minimum of **\$100** for services rendered. This amount shall be paid in addition to rental fee and security deposit.

Musicians shall be compensated a minimum of **\$100** for services rendered. This amount shall be paid in addition to rental fee and security deposit.

Vocalists shall be compensated a minimum of **\$100** for services rendered. This amount shall be paid in addition to rental fee and security deposit.

It is the responsibility of the applicant to provide an **Honorarium** for the Officiant for services rendered. This fee to be paid directly to the Officiant.

If the Church Secretarial staff provides programs or administrative tasks for the wedding, it is the responsibility of the applicant to provide an **Honorarium** for administrative work provided. This fee to be paid directly to the Secretarial staff.

NOTE: Custodial Services may be available from the Church's Maintenance Person. They shall be compensated **\$100** for their service. This amount shall be paid in addition to rental fee and security deposit. Please contact the Church's Maintenance Person for their availability.

POLICY AGREEMENT:

I have read the policies relating to this request and agree to abide by the same, if I am allowed to use the facilities, and will make every effort to ensure that my guests will do the same.

Bride's Signature (Required)

Date

Groom's Signature (Required)

Date

Fees for Rental, Security Deposit & Audio/Visual:

Rental Fee Paid: \$ _____ Refundable Security Deposit Paid: \$ _____

Audio/Visual Paid: \$ _____ Instrumentalist(s) Paid: \$ _____

Musician(s) Paid \$ _____ Vocalist(s) Paid: \$ _____

Custodial Paid: \$ _____

Received by: _____ Date _____