

Southminster Presbyterian Church
7001 Far Hills Avenue, Dayton, Ohio 45459
(937) 433-1810

REQUEST TO USE SPC FACILITIES FOR A WEDDING

Please submit this request as soon as possible. No reservation of church facilities will be made until this request is received and a \$100 non-refundable reservation fee is to be paid in the church office. All weddings must be approved by the Senior Pastor. **Please use black or blue ballpoint ink. (Pencil not accepted)**

Name of Bride: _____ **Address:** _____

Daytime Phone: _____ **E-mail:** _____

Evening or Cell: _____ **Telefax:** _____

Name of Groom: _____ **Address:** _____

Daytime Phone: _____ **E-mail:** _____

Evening or Cell: _____ **Telefax:** _____

Wedding Date and Time: _____

Rehearsal Date and Time: _____

Other Person to Contact: _____ **Daytime Phone:** _____

Circle each facility/Option you would like to use: Sanctuary Chapel Aisle Candles Candelabra

Unity Candle (plain white) Community Room (Reception) CFC (Reception)

Bulletins (Paper with any special art work must be provided by the applicant. Other printing required will be provided).

Other (list)

The balance of the Wedding Fee of \$ _____ must be paid by _____

Please use the return addressed envelope attached to submit this balance.

OFFICE USE ONLY

Approved By: _____ **Date:** _____

Non-refundable Reservation Fee Received by: _____ **Ck #:** _____ **Date:** _____

Balance of Fee Received by: _____ **Ck #:** _____ **Date:** _____