

SECOND PRESBYTERIAN CHURCH
700 Pine Street
Chattanooga, Tennessee 37402 Phone: 423-266-2828

REQUEST FOR USE OF FACILITIES (WEDDING)

Application Date _____

Wedding Date _____ **Time** _____

Rehearsal Date _____ **Time** _____

Bride's Name _____

Bride's Address _____

_____ Contact Phone _____

Church Membership () Second Pres. () none () other: _____

Groom's Name _____

Groom's Address _____

_____ Contact Phone _____

Church Membership () Second Pres. () none () Other: _____

Reception Location: _____

Wedding Planner: _____ Phone _____

Contact if other than Bride: _____

Title: _____ Phone _____

Minister _____ Address _____ Phone _____

() I wish for _____ to serve at my wedding.

Note: Second Presbyterian Church Minister's approval is required for weddings to be conducted by other ministers.

Organist _____ Phone _____

Photographer _____ Phone _____

Caterer _____ Phone _____

Florist _____ Phone _____

Wedding Application and Agreement

Each fee is to be paid as follows:

	Member	Non-Member
Sanctuary	-0-	\$1,000.00
Sanctuary Security Deposit	\$300.00	\$300.00
Building Coordinator	\$150.00	\$150.00
Wedding Coordinator	\$200.00	\$200.00
Sound Technician	\$75.00	\$75.00
Resident Organist	\$380.00	\$380.00
Pastor	Honorarium	\$300.00

If you have any questions regarding fees please contact our Wedding Coordinator via the phone number on the contact page or call the church office at 423-266-2828.

Fees and due dates:

Deposit due to church \$ _____ Due: _____

Remainder due to church \$ _____ Due: _____

Other fees are paid to the service provider directly and due by the date of the wedding at the latest. See separate fee page for specifics.

I have read and agree to the use of facilities information as well as to the wedding policies which were provided to me in writing by a representative of Second Presbyterian Church. I agree to the fees and timeline provided above.

Applicant's Signature

_____ Date: _____

Approved _____ Date: _____
Pastor

Approved _____ Date: _____
Coordinator