

CLIFTON PRESBYTERIAN CHURCH

Clerk of Session
 Worship Committee, elder
 Wedding coordinators
 Flower coordinator
 Organist

APPLICATION FOR USE OF CHURCH FACILITIES FOR WEDDINGS

member (no Sanctuary fee)
 non-member (\$750 fee required) *
 date paid
 check number
 Refundable Security Deposit
 (\$250 due with application)

(By action of Session 10/06)

FEES (CPC Members do not pay for building use)	SANCTUARY CANCELLATION REFUND POLICY
* Sanctuary \$ 750.00	1) Fourteen days or less before the ceremony -- no refund
* Fellowship Hall for reception \$ 800.00	2) Fifteen to sixty days before the ceremony -- \$375 refund
* Kitchen (for serving ONLY) \$ 250.00	3) Sixty one or more days before the ceremony -- \$750 refund
CPC Music Director \$ 300.00 Services must be booked personally with the music director at: musicdirector@cliftonpc.org	Refundable Security Deposit should be mailed to: Name: _____ Address: _____
CPC Minister \$ 500.00 (Services must be booked personally with the minister, not through the church office.)	

* Fees for the use of church facilities are required 60 days prior to the wedding

FOR THE PURPOSE OF:

Wedding Rehearsal Date: _____ Time: _____
 Wedding Ceremony Date: _____ Time: _____

BRIDE'S NAME: _____ **PHONE:** (H) _____ (W) _____
ADDRESS: _____ **Age:** _____
Email: _____ **Cell Ph** _____

First Marriage Divorced Widowed Number of Children _____

GROOM'S NAME: _____ **PHONE:** (H) _____ (W) _____
ADDRESS: _____ **Age:** _____
Email: _____ **Cell Ph** _____

First Marriage Divorced Widowed Number of Children _____

Please check or complete where appropriate:

I hereby apply for the use of:

Church Sanctuary: number of guests: _____
 (Capacity up to 150 persons)

Fellowship Hall (Capacity up to 150 persons)
 Kitchen for Reception. Time: _____
(Catered receptions only)

Name of the officiating pastor _____ Denomination: _____
 Phone number of officiating pastor: _____ Email: _____
 Name of musician(s): _____ Phone #: _____
 Type of music (please check one): Organ Piano Strings Harp Other _____
 Name of Photographer: _____ Phone number: _____

Will members of the wedding party dress at the church? **Yes** or **No**
 Will any flowers be left for the worship service(s) following the wedding ceremony? **Yes** or **No**
 Wedding Rehearsal Dinner: _____ Trummer's on Main -or- _____ other
 Wedding Reception _____ Trummer's on Main -or- _____ other

Applicants' Signatures: _____ Date: _____
 _____ Date: _____