

# St Timothy Wedding Reservation Form (Revised 5/1/09)

Name of Bride: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_

Name of Groom: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Time of Rehearsal Dinner (if held at church): \_\_\_\_\_

Building Areas needed and fees		Need
a. Rehearsal Dinner: Fellowship Hall/Kitchen	\$200	_____
b. Wedding: Sanctuary	\$500	_____
c. Wedding Reception: Fellowship Hall/Kitchen	\$200	_____

Weddings at St Timothy Lutheran Church require the following personnel and stated fee:

- a. Inasmuch as St Timothy is not the individuals' home church, there is a fee to the pastor presiding at the rehearsal and the wedding. \$250
- b. St Timothy Lutheran Church Wedding Director \$150
- c. St Timothy Sound Technician \$150
- d. Organist of St Timothy (or one pre-approved) \$150
- e. Janitor \$150
- f. Nursery Attendant, if nursery is used. (charge per attendant) \$ 25

Deposit: A 50% deposit of the building use fee is required with the submitted reservation form to the Church Wedding Director. The balance of the building use fee is due two weeks prior to the wedding. On the day of the wedding rehearsal, separate checks need to be made payable to the organist, janitor, church sound technician, nursery attendant and church wedding director.

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Final Payment: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Members of St. Timothy do not pay for use of the fellowship hall and sanctuary.*

## Additional Information Needed:

- a. Name of Wedding Caterer \_\_\_\_\_ Phone: \_\_\_\_\_
- b. Name of Florist \_\_\_\_\_ Phone: \_\_\_\_\_
- c. Name of Rehearsal Dinner Caterer \_\_\_\_\_ Phone: \_\_\_\_\_
- d. Name of other expected deliveries to the church
  - 1. Rental equipment Phone: \_\_\_\_\_
  - 2. Cake Phone: \_\_\_\_\_
  - 3. \_\_\_\_\_ Phone: \_\_\_\_\_

*No damage deposit fee is required. However, if damage does result during your event, a damage charge will be made.*

We have read the St Timothy Wedding Policy and agree to follow its stated guidelines.

Bride's Signature \_\_\_\_\_ Groom's Signature \_\_\_\_\_