



Wedding Application/Reservation Form

FIRST PRESBYTERIAN CHURCH

514 S. Armistead Avenue, Hampton, Virginia, 23669

www.firstpreshampton.org

Phone (757) 722-0006 Fax (757) 722-7306

DATE APPROVED _____

ON CALENDAR _____

NOTIFIED:

Minister _____

Wedding Liaison _____

Facilities _____

Accompanist _____

Date of Application _____

Bride: _____

Address: _____

Phone: Cell# _____ Work # _____

Email: _____

Church Affiliation: _____

Groom: _____

Address: _____

Phone: Cell# _____ Work # _____

Email: _____

Church Affiliation: _____

If neither bride nor groom is a member of First Presbyterian, Hampton, what is your connection to First Presbyterian? _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

WEDDING DETAILS

____ I would like the pastor of First Presbyterian to officiate at our wedding

____ I will be using a guest minister:

Name _____ Contact # _____

(Please note: If using a guest pastor, they must be approved)

____ I request the services of the FPC organist/pianist

____ I will be using a guest organist/pianist. *(Requires approval)*

Name: _____ Contact # _____

____ I will be using a Soloist _____ Instrumentalist _____

____ Wedding Coordinator _____ Contact # _____

____ Photographer _____ Contact # _____

____ Videographer _____ Contact # _____

____ Florist _____ Contact # _____

ROOM REQUESTS:

____ Sanctuary ____ Bride's waiting room ____ Groom's waiting room

____ Upstairs Fellowship Hall ____ Commons

____ Other, please specify: _____

OTHER REQUESTS

- Kneeling Bench
- 2 Brass Candelabras with drip protectors
- 14 Candles (\$26.00 additional fee)
- Unity Candle Holder (Candles provided by wedding party)
- Draperies: Opened Closed
- Lights: Dimmed Full Bright
- Flowers may be left for Sunday worship services
- Would like church bell to be rung as the wedding party recesses (must supply ringer)
- Other, please specify _____

Additional Information

Bride's Father's Name _____ Phone _____

Bride's Mother's Name _____ Phone _____

Groom's Father's Name _____ Phone _____

Groom's Mother's Name _____ Phone _____

Number of Bridal Attendants _____ Number of Groomsmen _____

Number of Ushers _____ Flower Girl _____ Ring Bearer _____

Approximate number of guests _____

Additional Remarks:

Liability Release Statement

(must be read and signed by person responsible for event)

Anyone using the facilities and/or property of First Presbyterian Church (FPC), herein "User", agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether its employees or otherwise, and to all property, arising out of or in any manner connected with the use of the facilities and/or property of FPC under this Facility Use Agreement; and to the fullest extent permitted by law, the User shall defend and indemnify FPC and its Officers, Staff and members, from any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorney's fees, and including without limitation claims for which FPC may be or may claimed to be liable by reason of its own independent negligence. User's obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the User under worker's compensation acts, disability benefit acts or its general liability insurance coverage.

I have read, understand, and accept the terms/conditions for use of facility.

Signature **

Date

Please Print Your Name

** Please Note:

By signing this application I acknowledge receipt of the Wedding Guidelines that accompany it and agree to follow the guidelines and pay all applicable fees no later than two (2) weeks prior to the event. _____ Please Initial

A deposit in the amount of \$150 must accompany your application in order to hold your date.
Please make your check payable to First Presbyterian Church.

Updated 11/16/17