

Wedding Application



Fill out the following form to begin the process of setting your wedding date. Return the completed form to the Building Coordinator (hbrumbaugh@salemcov.org) along with the deposit amount of \$250. You will be contacted within 5 business days with the date that will be tentatively held for you.

Bride		Groom	
Name		Name	
Are you or your parents members?	Yes No	Are you or your parents members?	Yes No
Address		Address	
City		City	
Zip		Zip	
Home phone		Home phone	
Cell phone		Cell phone	
Email		Email	

Officiating Pastor

It is the bride/groom's responsibility to contact the officiating pastor. Non-Salem pastors may preside but must first be approved by Salem Covenant Church. Contact Pastor Mark Pattie (mpattie@salemcov.org) to have your choice of pastor approved.

Name _____ Phone _____

Organist/Pianist

It is the bride/groom's responsibility to contact all musicians. If not using Salem's organist, please contact Building Coordinator for orientation of guest organist.

Name _____ Phone _____

Rehearsal Day

Rehearsals should be scheduled before 6:30 p.m. Additional time for decorating is based on room availability and must be prearranged.

Date _____ Time _____

Wedding Day

Please schedule arrival time of wedding party and dressing room use with the Wedding Coordinator.

Date _____ Time _____

Wedding Reception

If at Salem, please complete the attached form.

Usage Fees:

Usage fees shall be made in accordance with the schedule of rates. A non-refundable deposit of \$250 must be included with this application. A final bill will be presented, by the Wedding Coordinator, two weeks prior to the wedding. Fees must be paid by the date of the wedding rehearsal. Checks should be made out to Salem Covenant Church and mailed to the church or given to the Wedding Coordinator.

The applying individual agrees to assume full responsibility for any injury to persons or damage to property resulting from the use of the premises.

Salem assumes no responsibility for theft or loss of gifts or personal items.

The undersigned has received a copy of Salem's General Use Policy and the wedding planning booklet and agrees to accept responsibility for observance of Church policy.

(signature of person assuming responsibility)

(date)

FOR OFFICE USE ONLY

EMS

WC

Deposit Rec'd

Finalized