



Wedding Reservation Form

Bride's Name: _____

Contact Phone: _____ Email: _____

Groom's Name: _____

Contact Phone: _____ Email: _____

Mailing Address (primary contact): _____

Post Wedding Mailing Address: _____

Do you, your fiancé or family regularly attend The Rock? _____ Yes _____ No

Wedding Date: _____ Time: _____

Rehearsals will be scheduled the day prior to the wedding. *(Please refer to Wedding Handbook for available days & times)*

Expected Attendance: _____

Officiating Pastor: _____

If other than a Rock Pastor, please specify church affiliation and phone number.

Pre-marital counseling is required if you are being married by one of The Rock's pastors. Please see the Wedding Handbook for more information.

Are you planning to hold the reception at The Rock if available? _____ Yes _____ No
(Please refer to the Wedding Handbook for information on receptions at The Rock).

Pastor Honorarium

\$250 Pastor JR Polhemus

\$200 Pastor Bob Holloway, Pastor Paula Clodfelder, Pastor Lindy Killmer and Pastor Betsy Falvey

Officiating Pastor will depend on availability. If you have a special request, please discuss with your Wedding Coordinator.

Pastor’s honorarium is paid directly to the officiating pastor and is not included in the wedding fee.

Wedding/Facility Fees

The total wedding fee amount includes the use of the church and equipment for four hours, your Wedding Coordinator (pre-planning, rehearsal and wedding), a Facility Staff person and a Sound Technician.

The officiating Pastor fee is not included in the total wedding fee and is paid directly to the Pastor.

Sanctuary

Member/Regular Attender

\$300	Facility Fee
\$200	Wedding Coordinator
\$50	Facility Staff
\$100	Sound Technician
\$650	Total

Non Member/Non Attender

\$500	Facility Fee
\$200	Wedding Coordinator
\$50	Facility Staff
\$100	Sound Technician
\$850	Total

Chapel

Member/Regular Attender

\$150	Facility Fee
\$200	Wedding Coordinator
\$50	Facility Staff
\$400	Total

Non Member/Non Attender

\$250	Facility Fee
\$200	Wedding Coordinator
\$50	Facility Staff
\$500	Total

Damage Deposit

A refundable damage deposit of \$200 is due with your facility deposit. Please write a separate check for \$200. *The Rock will hold and return this check to you unless the monies are needed to repair damages incurred.*

Alcohol Policy

Please be advised - alcohol of any kind is not allowed in the church. Please make sure all members of the wedding party are aware of this policy. The Rock reserves the right to keep the \$200 damage deposit if evidence of alcohol (beer bottles, etc) is found.

Reception Fees

You are welcome to hold your reception at The Rock if the facility is available. Your rental fee includes the use of the kitchen, a reception coordinator and facility staff person. Please see the Wedding Handbook for more info on holding your reception at The Rock. Additional fees & a refundable damage deposit will apply for the rental of tables, chairs, place settings and tablecloths.

Youth Center/Gym

- includes use of the kitchen
- includes 10 large round tables with 8 chairs
- seats approx. 200 people

\$300	Facility Fee
\$100	Reception Coordinator
\$100	Facility Staff
\$500	Total

The Den

- includes use of the kitchen
- includes existing tables & chairs
- seats up to 50 people

\$200	Facility Fee
\$100	Reception Coordinator
\$50	Facility Staff
\$350	Total

Atrium & Den (limited availability)

- includes use of the kitchen
- includes 10 large round tables with 8 chairs plus existing table/chairs in the Den

\$400	Facility Fee
\$100	Reception Coordinator
\$100	Facility Staff
\$600	Total

Equipment Rental:

- \$25/hr Sound or Video Technician, with a 2-hr minimum
- \$26.00/ea Large round table and eight chairs (over and above included equipment)
required: _____
- \$2.65/ea Place setting
required: _____
- \$10.00/ea Table clothes and skirting
required: _____
- \$2.00/ea Chairs only
required: _____

Facility Deposit & Damage Deposit

A 50% facility deposit will be due with your wedding contract. Deposit will include reception fees/rental fees if holding your reception at The Rock. Please make check payable to The Rock.

A refundable damage deposit of \$200 is due with your facility deposit. Please write a separate check for \$200. The Rock will hold and return this check to you unless the monies are needed to repair damages incurred. Please make check payable to The Rock.

Please pay to *The Rock* within two weeks of reserving church:

- Deposit check for sanctuary (and reception, if applicable). You may pay by cash, check or credit card. For credit/debit card payments, we accept MasterCard or Visa. A 3% transaction fee is added to all credit card transactions.
- Damage deposit check of \$200

Final Payment

The balance of the facility fee and reception fees will be paid to the wedding coordinator at the wedding rehearsal. Your Pastor will also need to be paid at the rehearsal.

The Rock maintains the right to withhold the performance of the wedding ceremony for which a balance is due.

Cancellation Policy

The deposit refund schedule for a canceled wedding is as follows:

Full refund	60 or more days prior to the wedding date
50% of deposit	30 – 59 days prior to wedding date
No deposit refund	29 days from wedding date

Statement of Acceptance of The Rock Wedding Terms

We have read, understand and agree to the terms and conditions set forth in The Rock’s Wedding Handbook and Wedding Reservation form.

We do hereby indemnify and hold The Rock and its Board of Trustees, staff and agents harmless from any responsibility or damages resulting from any accident or injury occurring during this activity while using The Rock facilities. We assume responsibility for all loss or damage to facilities and equipment caused by this activity. The Rock assumes no responsibility for property brought into or left at The Rock.

Fees due to The Rock

Wedding Fee (Sanctuary or Chapel)	\$ _____
Reception Fee (Youth Center, Den or Atrium)	\$ _____
Rental Fees (tables/chairs, etc.)	\$ _____
Total	\$ _____
50% Facility & Rental Fee Deposit	\$ _____

Please note the above fees do not include Pastor honorarium.

Groom

Bride

Date

Date

Please sign, date and return to your wedding coordinator with your 50% facility and rental fee deposit and refundable damage deposit. Wedding reservations are considered tentative until we have received this form and deposit. We recommend that you keep a copy of this form for your records.

Thank you and Congratulations!