

East Union Lutheran Church

Building Request Form- Wedding (Member)

Name Bride:_____

Name Groom:_____

Address:_____

Phone#:_____ Email:_____

Date of Event:_____ Time of Event:_____

Fees: (Custodial and Rent fees include both the Sanctuary and the Parish Center)

Damage Deposit-\$250

Custodial-\$150

Organist-\$100

Rent-\$50

Pastor-\$200

Due Dates:

Damage Deposit- Must be received to save the date of the event.

All Other Fees- Due 1 month before the event. Due date:_____

Cancellation Policy:

Damage Deposit is 100% refundable if event is cancelled 6 months or more before the date of the event, 50% refundable if cancelled 3 months or more before the date of the event, and nonrefundable if cancelled less than 3 months before the date of the event.

I have read and understand the fees, due dates, and cancellation policy required for my event. I also understand that my date is not reserved until the time East Union Lutheran Church has received my damage deposit. At the discretion on the church they may keep my damage deposit to coverage anything that may have been broken or misused during the time(s) of my event (including rehearsal). I understand that alcohol is not permitted on the campus of East Union Lutheran Church, and there is no smoking allowed in or around campus buildings.

Signature:_____ Date:_____

Office Use:

Date Request Form Received:_____ Initial:_____

Date Damage Deposit Received:_____ Initial:_____

Date(s) of Payment(s):_____ Initial:_____

_____ Initial:_____

_____ Initial:_____

Damage Deposit: _____ Return _____ Kept

Date Damage Deposit Returned:_____ Initial:_____

Reason for keeping Damage Deposit:_____
