

First Reformed Church of Oak Harbor

Use of Facilities Request for Wedding/Reception

Today's Date _____

Wedding Day/Date: SU MO TU WE TH FR SA DATE _____ TIME _____

Guests 50 or less 50-100 100-150 150-200 200-250 250-300 300 or more _____

Requester's Name _____ Phone _____

Mailing Address _____

Facilities Requested: Wedding only Wedding & Reception Reception only
 Sanctuary Only Wezeman Only Sanctuary + Wezeman Full Facilities

Reception location (if not here) _____ # Reception guests expected _____

Bride-to-Be _____ (member/non-member)

If not a member of FRC, what church attending? _____

Groom-to-Be _____ (member/non-member)

If not a member of FRC, what church attending? _____

Referring Pastor (or other reference) _____

Counselor (pre-marital) _____ Phone: _____

Minister _____ Phone: _____

Main Contact(s) _____ Best Time to Reach: _____ AM/PM

(H) _____ (W) _____ (C) _____ (E) _____

Rehearsal (Circle Day) SU MO TU WE TH FR SA Date _____ Time _____ AM/PM

Decorating Day _____ Time _____ to _____ AM/PM

FOR OFFICE USE ONLY

Need key? NO YES Key issued _____ Lock up/Security _____

Cost \$ _____ Date Due _____ Date Paid _____

(Please enter date and/or initial for each action taken)

Approved YES NO _____ Requesting party informed _____

Confirmation letter/folder sent _____ Date Confirmed _____ Calendar _____

Wedding Coordinator _____ Informed _____ Music approved? YES _____

Sound Room Operator _____ Informed _____ Video Operator? YES _____

Service Master Informed (if Saturday event) _____ Custodian Informed _____