

WEDDING BUILDING RESERVATION FORM

EASTMINSTER PRESBYTERIAN CHURCH

6550 Samuell Boulevard, Dallas, TX 75228

Phone: (214) 381-4693 Fax: (214) 275-8817 e-mail: eastminsterdallas@sbcglobal.net

Date of Wedding _____ Time _____ Time of arrival _____

Date of Rehearsal _____ Time _____

Name of Bride _____ Name of Groom _____

Name of Responsible Person _____

Address _____ City _____ State _____ Zip _____

Telephone Numbers (Day) _____ (Night) _____ (FAX) _____

DEPOSIT, equal to ½ total Room Charges, is required to secure reservation and due at the time reservation made. \$ _____
(Note: The deposit, **which is not included in fees**, is refundable within the provisions of the Covenant of Agreement.)

FEES: (Eastminster members are not required to pay deposit or room charges.)

ROOM CHARGES (Based upon a **four-hour** block of time, including set-up—please see Covenant.) \$ _____

- Sanctuary (wedding) \$350.00
(includes designated meeting rooms for dressing)
- Sanctuary (rehearsal) \$100.00
- Fellowship Hall & Kitchen \$175.00
- Parlor \$ 65.00
- Chapel \$ 65.00
- Nursery \$ 35.00

Note: Any overtime charges will be calculated by taking ¼ of room charge for each hour or part of an hour that a room is used overtime.

CUSTODIAL (\$73.75 for up to four hours; \$14.75 per additional hour) \$ _____
(Custodial service is required for any activity after Thursday noon to 8:30 a.m. Sunday)

STAFF CHARGES (Minister [non-members only]—\$200; Organist—\$150) \$ _____

TOTAL FEES (Due by 5:00 p.m. on business day prior to wedding rehearsal) \$ _____
Make checks payable to Eastminster Presbyterian Church.

Signature below indicates that I have read, understand, and promise to abide by the terms of the Building Covenant of Agreement:

Signature _____ Date _____

Address to which refund should be mailed (if different from above):

_____ City _____ State _____ Zip _____

Space below this line is for Church Office use

- Entered upon church office calendar - Date of receipt of deposit _____ Session Clearance Date _____
- Audiotape Issued on _____ Audiotape Returned on _____
- Custodian Notified on _____ Custodian Paid: Date _____ Check # _____
- Organist Notified on _____ Organist/Minister Paid on _____ Check #(s) _____
- Custodian indication that refund due Treasurer notified to issue refund Refund issued on _____ Check # _____