

Liberty Church
7777 South Garnett Road
Broken Arrow, OK 74012
(918)254-1341

Wedding Reservation Form

This form must be turned in to the church office no later than four (4) weeks prior to the wedding.

Although you will tentatively be placed on the calendar, **no date is confirmed** until a deposit of \$100.00 is received. If all regulations are observed and the church building and grounds are left in proper condition, this deposit will be refunded within two weeks following wedding. If the deposit is to be retained by the church, you will receive a letter of explanation. The bride and groom are held responsible for the actions of their guests.

Refund Deposit to: _____ Address: _____

BRIDE ELECT: Member _____

GROOM ELECT: Member _____

Name _____

Name _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Work/Cell Phone _____

Work/Cell Phone _____

Email _____

Email _____

Parents' Name _____

Parents' Name _____

Address _____

Address _____

Phone _____

Phone _____

Rehearsal Date _____

Wedding Date _____

Time of Rehearsal _____

Time of Wedding _____

Time church should be opened _____

Time church should be opened _____

Rehearsal Dinner Times _____

Reception Location _____

Rehearsal Dinner Location _____

MINISTER _____

Work Phone _____

SPACE RESERVED:

Worship Center ___ Room 101 ___ Room 106 ___ Room 111 ___ Room 113 ___ Gym ___

Schedule of Fees

	<u>Member</u>	<u>Non-Member</u>	
I. Rental of Facilities Fee Structure			
Worship Center	\$150.00	\$500.00	\$_____
Student Ministry Building	150.00	N/A	\$_____
Gym	150.00	250.00	\$_____
II. Set-up/Tear Down for ceremony	150.00	300.00	\$_____
III. Minister & Pre-Marital Counseling	\$300- Counseling	N/A	\$_____
Fee for members is not a set amount.	Gift- Ceremony (determined by couple)		
IV. Wedding Advisor (<i>mandatory</i>)	250.00	500.00	\$_____
- Rehearsal & Wedding Day -2 people			
V. Reception (set-up/tear down)	150.00	300.00	\$_____
VI. Sound & Lighting (<i>mandatory</i>)	150.00	300.00	\$_____
VII. Reception Services Kitchen Team			
TOTAL FEES DUE (3 days prior to wedding)			\$_____

Bride and Bridesmaids will dress in Conference Room by Elevator/Gym.
 Groom and Groomsmen will dress in Prayer Room located south of Worship Center.

SPECIAL ARRANGEMENTS OR EQUIPMENT (PLEASE DESCRIBE):

*Extra charges may be applied.

I have read and agree to comply with the policies and procedures set forth in the accompanying booklet regarding the use of the church building and equipment. I agree to be responsible for any damages that may occur to the building, grounds, and/or equipment during my use for this wedding.

Applicant Signature

WEDDING CHECKLIST

Date: _____

Facility Request Submitted (tentative) date: _____

Ministry Team Approvals:

___ES ___CK ___ML ___PM ___RM ___DG ___PW

Approval: _____ Paul Taylor, Sr. Pastor

Add - Approved for Church Calendar date: _____

Notify Bride/Groom date: _____