



# cornerstone

## WEDDING FACILITY REQUEST FORM

Cornerstone is honored to be part of your special day!

### FORM SUBMISSION AND PAYMENT SCHEDULE

- Submit this form at least 30 days before the wedding
- Submit your security deposit with this form.
- Cancelling forfeits any deposit paid.
- Room Rental and Personnel/ Material Fees must be paid at least 7 days before the event.

Initial
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### GENERAL REQUIREMENTS

- Applicants must be 18 or older.
- Use of alcohol or tobacco products are not permitted inside any church building.
- Methods for attaching anything to the floor, ceiling, or wall must be pre-approved by staff.
- Only dry-erase markers may be used on whiteboards.
- Food and drink are not allowed in the sanctuary, except communion.
- Children must be supervised at all times and may not play in any rooms unless they are reserved.
- This church is prohibited from engaging in activities which violate its written doctrines. This church is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate its written doctrines. Therefore, this church reserves the right to refuse service to any individual, whether member or not, that is not submitting their life style to this Scriptural mode of conduct. This refusal would include services, benefits and any use of church assets.

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Today's Date:		Applicant's Name:	
Phone:		E-mail:	
Coordinator:		Couple's Names:	

### SCHEDULING INFORMATION

Desired date(s):		Alternate date(s):	
Times:	Bridal Party Arrival Time: _____AM/PM	Caterer Arrival Time: : _____AM/PM	
	Ceremony Start Time: _____AM/PM	Reception Start Time: _____AM/PM	
	Ceremony End Time: _____AM/PM	Vacate Time: _____AM/PM	
Event Set Up Date		Event Set up Time	AM/PM to AM/PM
Event Description (will you be having a ceremony, reception, rehearsal, etc):			
Number of attendees expected:			

## ROOM RENTAL REQUEST AND SECURITY DEPOSIT

Circle rooms you are requesting to use. Calculate Deposit and Fee for each room and enter in columns at right. All room rental must be approved by staff prior to paying fees. We can only schedule your wedding if the facility is not already reserved. Rooms used for two events must be paid twice. If you use a room for staging purposes you must reserve and pay for that room.

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Rooms	Refundable Security Deposit Amount	My Security Deposit	Member Rental Fee	My Rental Fee
Sanctuary	\$100		\$140	
Fellowship Hall	\$200		\$280	
Large Kitchen	\$75		\$100	
Classrooms	How Many?	None	\$15 per room	
Café and Small Kitchen	\$50		\$75	
Room 115	\$50		\$75	
<b>Saturday Night Overage Fee- Charged if vacate time is later than 8PM on a Saturday night- \$50</b>				
<b>Staff Notes:</b>		<b>Approved by:</b>		
<b>Totals</b>	<b>Total Refundable Security Deposit</b>		<b>Total Room Rental Fees</b>	

### SECURITY DEPOSIT FAQ'S

- **Can the security deposit be applied toward the rental fee?** : No. The Security Deposit is separate from, and may not be applied toward rental fees.
- **If I cancel, do I get my deposit back?:** No. If the applicant cancels the event after paying the security deposit, it will not be refunded.
- **Why do I need to pay a security deposit?** No renter can control the actions of all guests at their event. Without the deposit, we could not allow non-ministry activities in the building due to the risk of damage and cleaning expenses.
- **Can you hold my check instead of depositing it?** Our policy is to deposit all checks and issue the applicant a new check once the event is over, without exception.
- **Will I get my full deposit back?** We may retain a portion or all of the deposit if facility is damaged or instructions are not followed, as determined by staff. If additional rooms, personnel, or equipment is used beyond what is listed on this form, we may keep a portion of the deposit to adjust for this.

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### JANITORIAL SERVICES AND CLEANING EXPECTATIONS:

- Janitorial charges are built into wedding facility fees. The facility will be cleaned before and after your event.
- The Caterer or Person In Charge is expected to remove any food debris from the dining area, clean their mess in kitchen, sweep and wash all dishes. No food should be left in the kitchen. Ensure water is off and refrigerator doors are closed. Cleaning crew will vacuum and mop.
- Return all room furnishings to the arrangement you found them in. Rooms should be tidy.
- Remove all décor immediately following the event.
- Take all trash generated to the dumpster and place new bags in cans. (excludes restrooms)

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PERSONNEL AND MATERIALS	My Fees
<p>Instructions: Select choice(s) for each block. Calculate fee and write in right column. Initial if necessary</p> <p><b>PASTOR</b></p> <p>The couple provides the pastor with a payment of \$50 for performing the wedding and an honorarium of at least \$250 for preparing the ceremony and for the time invested in helping your marriage start off right. Provide directly to the pastor. <b>\$300 minimum. Provide directly to pastor.</b></p>	
<p><b>MUSICIANS</b></p> <p>Musicians set their own fees. Pay the musicians directly. The church does not provide musicians.</p>	
<p><b>CORNERSTONE WEDDING COORDINATOR</b></p> <p>The Cornerstone Wedding Coordinator is the liaison between you and the church and is the church's on-site agent during the event. The coordinator will be involved in planning your use of the facility. The Coordinator will also provide typical "Day-of Coordinator" services as part of the package for no additional fee. You may elect to use an outside vendor as a Day-of Coordinator instead, but this will not eliminate the need for the Cornerstone coordinator or reduce their fee. <b>\$250 fee</b></p> <p>_____ I would like the Cornerstone Wedding Coordinator to perform "day of" coordination.</p> <p>_____ I will hire a third party "day of" coordinator in addition to the Cornerstone Coordinator</p> <p>Name and Phone _____</p>	<b>\$250</b>
<p><b>AUDIO VISUAL NEEDS</b></p> <p>_____ Sound Tech for Ceremony- required to operate sound equipment and supervise the moving of all musical equipment. Will also attend rehearsal. Mandatory for weddings with over 30 attending, or if musical equipment needs to be moved. <b>\$120 fee</b></p> <p>_____ I would like the Sound Tech to play music at in-house reception. AV Tech is not a DJ and will not provide announcements. <b>Additional \$80 fee</b></p> <p>_____ I would like 2 AV Techs to record my wedding on the video system. Only the raw recording will be provided. No editing, not professional videographer. <b>Additional \$240 fee</b></p> <p><b>Track Music:</b> Bring to the rehearsal in MP3 format. Music need not be religious but should be respectful.</p>	
<p><b>FOOD SERVICE</b></p> <p>Cornerstone recommends hiring a professional, licensed and insured full-service caterer. We may request insurance verification. Cornerstone does not offer in-house catering services for private events.</p> <p>_____ I will not serve food. <b>No Fee</b></p> <p>_____ I will hire a licensed and insured full-service caterer to cook and serve guests. <b>No Fee</b></p> <p>Caterer Name and Phone: _____</p> <p>_____ I plan to self-cater and will hire a Cornerstone Kitchen Coordinator.</p> <p>If you choose to cook you own food or have food dropped off, a Kitchen Coordinator must be present to ensure equipment is used properly and food is served safely. The kitchen coordinator is not in charge of cooking or serving food. You must provide a "person in charge" and any personnel needed to cook and serve. If more hours are worked than estimated, the difference will be retained from the security deposit.</p> <p><b>Fee: \$25 per hour, min 4 hours Estimated hours: _____ x \$25 per hour</b></p> <p>Person in Charge Name and Phone: _____</p>	

**LAUNDRY AND TABLECOVERS**

Cornerstone has white floor length polyester tablecloths available for your use. Some additional colors may be available. Disposable tablecloths and cloth napkins are also available.

\_\_\_\_\_ I would like to use cloth tablecloths.

Number of Cloth Tablecloths to use: \_\_\_\_\_ X \$13 per tablecloth

\_\_\_\_\_ I would like to use cloth napkins

Number of Napkins to use: \_\_\_\_\_ X \$1 per napkin

\_\_\_\_\_ I would like to use disposable tablecloths

Number of Disposable Tablecloths to use: \_\_\_\_\_ X \$2 per tablecloth

**SETUP**

\_\_\_\_\_ Typical reception setup in the Fellowship Hall includes up to 20 round 5' tables and 4 oblong tables. Seats up to 144. **Fee: \$200**

\_\_\_\_\_ Remove Stage in Fellowship Hall **Fee: \$120**

\_\_\_\_\_ Photo Easel- How many? \_\_\_\_\_ (up to 3) **No Fee**

\_\_\_\_\_ Clear podium in foyer for guest book. **No Fee**

\_\_\_\_\_ **Custom Setup:** If you are using a different room or have custom needs, describe them below and we will quote you a fee.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Custom Setup Fee:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**VENDORS AND DÉCOR**

**Décor:** I understand that attaching anything to walls must be approved by the Cornerstone Wedding Coordinator, and that I may under no circumstances block fire exits or create otherwise unsafe situations. I will notify Wedding Coordinator of major décor plans. Ex- hanging tulle, special lighting, etc.

I agree to provide the Cornerstone Wedding Coordinator with the Names and Phone numbers of all vendors who will be present on the day of the wedding at least 7 days prior to the ceremony.

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**Total Personnel and Materials Fees: (from above)**

**Total Room Rental Fees (from Page 2)**

**Total Due 1 Week Before Event (Add above 2 lines)**

**Total Security Deposit Due with This Form (from Page 2)**

Checks are to be made payable to: Cornerstone Assembly of God Church.

I have read the requirements and agree to adhere to them. I agree to pay fees as outlined above.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## WEDDING PARTY INFORMATION WORKSHEET

Please complete and give to Cornerstone Wedding Coordinator

Date of Ceremony \_\_\_\_\_ Time \_\_\_\_\_

Bride's Full Name \_\_\_\_\_

Groom's Full Name \_\_\_\_\_

Pastor \_\_\_\_\_ Is Pre-Marital Counseling scheduled? (Required) \_\_\_\_\_

Bridesmaids \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Maid/ Matron of Honor \_\_\_\_\_

Groomsmen \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Best Man \_\_\_\_\_

Bride's Parents \_\_\_\_\_

Groom's Parents \_\_\_\_\_

Ushers \_\_\_\_\_

\_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Grandparents \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

## VENDORS

Please as much info as known and give to Cornerstone Wedding Coordinator.  
List names and phone numbers.

Florist \_\_\_\_\_

Third Party Wedding Coordinator (if used) \_\_\_\_\_

Decorator \_\_\_\_\_

Videographer \_\_\_\_\_

Photographer \_\_\_\_\_

Hair \_\_\_\_\_

Makeup \_\_\_\_\_

Caterer or Person In Charge of Food \_\_\_\_\_

Dessert Provider (if different from caterer) \_\_\_\_\_

Reception Venue if off site \_\_\_\_\_

DJ or Band if reception on site \_\_\_\_\_

Transportation \_\_\_\_\_

Rental Company- what are you renting? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_