

# Wedding Reservation Request Form

First Presbyterian Church  
Morganton, NC

Name of Bride: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is either a member of First Presbyterian Church? Bride **Y N** Groom **Y N**

List below any relatives who are members of First Presbyterian Church of Morganton and what their relation is to the bride or groom:

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

Wedding date: \_\_\_\_\_ Wedding time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Rehearsal time: \_\_\_\_\_

Decorating/set-up date: \_\_\_\_\_ Decorating/set-up time: \_\_\_\_\_

Rooms needed for wedding (sanctuary, chapel, parlor): \_\_\_\_\_

Rooms needed for reception (fellowship hall, patio, kitchen, parlor, breezeway, etc.): \_\_\_\_\_

Minister(s): \_\_\_\_\_

Organist: \_\_\_\_\_

*We have read and agree to comply with the Wedding Policy of First Presbyterian Church of Morganton:*

**Bride:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Groom:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this completed Wedding Reservation Request Form to the church office. Your wedding date will be officially scheduled on the church calendar when it has been approved by the Session of First Presbyterian Church, Morganton, NC.

## For Office Use Only

**Request form received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Church Staff:** **Y N** **Date:** \_\_\_\_\_

**Approval by Session:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Clerk of Session

**Bride/Groom Notified of Approval/Denial:** **Y N** **Bride/Groom** **Date:** \_\_\_\_\_

**Additional notes:** \_\_\_\_\_