

HillSong Church Wedding Reservation Request

This form must be **completed and returned to the Church Office** for approval before this activity will be placed on the HillSong calendar.

Wedding Information/Scheduling

Wedding Date _____	Expected Attendance _____
Starting Time _____	Ending Time _____
Set Up Time _____	Take Down Time _____
Rehearsal Date _____	Start and End Time _____
Groom's Full Name _____	
Address _____	
Phone _____	Cell _____ Email _____
Bride's Full Name _____	
Address _____	
Phone _____	Cell _____ Email _____
Officiant _____	Phone/Email _____
Wedding Director (if applicable) _____	Phone/Email _____

Resources Requested (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Worship Center Set-up beyond standard | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Wedding Director |
| <input type="checkbox"/> AV equipment beyond standard | <input type="checkbox"/> Church Vocalist(s) | <input type="checkbox"/> Church Musician(s) |

We have read the policies regarding the security deposit, fees and terms of use of the facilities of HillSong Church and do hereby agree to abide by them and ensure that our guests and members of our wedding party abide by them.

Signature _____	Date _____
Signature _____	Date _____

For Office Use

<input type="checkbox"/> Member	<input type="checkbox"/> Non-Member	Approved by _____	Placed on calendar by _____
HillSong Coordinator _____		Sound Tech _____	Sound/Music Consult Date _____
Deposit Amt. \$ _____	Building Use Fees \$ _____	Custodial Fees \$ _____	
Check # _____	AV/Music Equip. Fees \$ _____	Set-up Fees \$ _____	
Date Received _____	TOTAL BLDG. FEES DUE \$ _____	TOT. CUSTODIAL FEES DUE \$ _____	
Date Refunded _____	Date Received _____	Date Received _____	
Amt. Refunded \$ _____	Reason _____		

WEDDING SET-UP REQUEST

Audio-Visual/Music Equipment requested (Sound Technician is required for use of any of the following equipment):

- Podium microphone – standard
- Wireless lapel microphone – standard
- Microphone with floor stand – <2, \$5 each
of mics _____

- CD Player – standard
- Video projection system (DVD player, computer system, projection screen) – \$25
- Keyboard(s) – \$100 each
- Drum Kit – \$100

Please sketch proposed set-up for the wedding

