



### Application for Weddings, Funerals and Other Special Events

Date of Application: \_\_\_\_\_  Member  Non-member

Applicant: \_\_\_\_\_

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

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

Type of Event:  Wedding  Funeral  Other: \_\_\_\_\_

Space Requested:  Sanctuary  1<sup>st</sup> Floor Lounge  2<sup>nd</sup> Floor Lounge  Gym

Date of Event: \_\_\_\_\_ Time of the Event: \_\_\_\_\_

**Staff Requirements and Fees:**

**Fees:**

- Clergy (Senior Pastor) \$ \_\_\_\_\_
- Organist \$ \_\_\_\_\_
- Cleaning Services \$ \_\_\_\_\_
- Sound Technician (\$35/hr) \$ \_\_\_\_\_

**Facility Requirements and Fees:**

These fees apply to non-members. Use of the Lynnhurst Church is free to members but they are encouraged to make a contribution to cover the costs associated with opening the facility for an event.

- Sanctuary \$ \_\_\_\_\_
- 1<sup>st</sup> Floor Lounge \$ \_\_\_\_\_
- 2<sup>nd</sup> Floor Lounge \$ \_\_\_\_\_
- Gym \$ \_\_\_\_\_
- Total Fees:** \$ \_\_\_\_\_



Lynnhurst  
Congregational  
United Church of Christ

**For Funerals:**

Name of Funeral Home \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

If outside caterer is used:

Name of Caterer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

If a florist is used:

Name of Florist: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Deposit Required:**    \$\_\_\_\_\_ (50% of Total Fee or \$250, whichever is less)

Checks should be made payable to: Lynnhurst UCC .

**Signatures:**

Applicant: \_\_\_\_\_

Senior Pastor (or Lynnhurst Representative): \_\_\_\_\_

Date: \_\_\_\_\_