

HOLY TRINITY LUTHERAN CHURCH

517 SW Des Moines Street, Ankeny, IA 50023

WEDDING RESERVATION FORM

	For Office Use Only
Name of Bride & Groom: _____	Date Received: _____
Date of Wedding: _____	Deposit Received: _____
Actual Time of Wedding: start _____ end _____	Approved: _____
Total Time Requested: from _____ to _____ (from start to finish, dressing, photographs, receiving line) <i>Reminder: Wedding must end by 4:00 for church clean-up on Saturdays due to service at 5:30.</i>	Balance Due: _____
Date of Rehearsal: _____ Time of Rehearsal: _____ to _____	
Rehearsal Dinner or Reception at church? Please contact the church office for availability and complete a fellowship hall reservation form and reception info sheet.	
Special Requests: _____	
Approximate Number of Guests: <input type="checkbox"/> 0-49 / <input type="checkbox"/> 50-99 / <input type="checkbox"/> 100-199 / <input type="checkbox"/> 200-450 (max capacity of Holy Trinity)	

Contact Name: _____ Home Phone: _____

Email: _____ Daytime Phone: _____

Address: _____

This completed form and a reservation fee of \$75.00 (members) or \$150 (non-members) is required to reserve your date. Full payment of fees is due five (5) days in advance of the event. This fee is refundable only if you notify us (*in writing*) six months before the wedding date.

1. The wedding party's representative (the undersigned) will be responsible for the group's compliance with all Holy Trinity rules and regulations.
2. No alcoholic liquors or beverages, or drugs are to be brought to or consumed in any of the church buildings or on the grounds. Smoking is prohibited on church property.
3. All activities must be appropriate for the facility's intended use.
4. This form only reserves the date for your wedding. A pastor and wedding coordinator will be assigned. A letter will be sent as these are assigned. (Assignments are not usually made earlier than 6 months prior to the wedding date.)

Holy Trinity Lutheran Church reserves the right to decline acceptance of this application based on the nature of the event and to make inspections at any time.

"My signature below indicates I have read and understand the stated policy and agree to adhere to these policies. I also understand I am responsible for any/all damages to the building, property and/or equipment while said premises are occupied by me and/or my guests. In addition, I agree to indemnify and hold harmless Holy Trinity Lutheran Church, the pastors and church personnel from all liability to me or my guests as a result of my conduct or the conduct of my guests."

Signature _____ Date: _____
(Representative)