

MEADOWBROOK CHURCH OF CHRIST - - - RESERVATION FOR A WEDDING

Please complete this form and return to the church office as soon as possible.

1. **Bride's Name** _____
Address _____
Phone (home) _____ (business) _____ (cell) _____
E-mail (home) _____ (work) _____
Church affiliation of Bride _____

2. **Groom's Name** _____
Address _____
Phone (home) _____ (business) _____ (cell) _____
E-mail (home) _____ (work) _____
Church Affiliation of Groom _____

3. **Date of Wedding** _____ Time _____
Dates and times buildings are to be reserved (rehearsal, reception, etc.) **BE SPECIFIC!**
EVENT: _____ ROOM: _____ TIME: _____
EVENT: _____ ROOM: _____ TIME: _____
EVENT: _____ ROOM: _____ TIME: _____

4. **Who will perform the ceremony?** _____
Church Affiliation of Minister _____

5. **Expenses**

Rental Fees for Non-members:

- Auditorium and two Dressing Rooms \$500.00 _____
- Family Center Reception \$500.00 _____

Maintenance Fees for Members and Non-members:

- Auditorium & two dressing rooms.....\$150.00 _____
- Family Center (*reception*).....\$100.00 _____
- Sound Operator.....\$80.00 _____
- Security (3 hour minimum *per evening*) **See note below*\$52.50 _____

TOTAL \$ _____

Your completed reservation form with appropriate fees should be returned to the Meadowbrook Church of Christ, 4261 I-55 N., Jackson, MS 39206. in order to reserve our facilities. **Please note that fees must be paid before church reservation can be confirmed.**

[*Security is a mandatory requirement for the Rehearsal and the Wedding. Security is scheduled by the church office through the Hinds County Sheriff's Office (HCSO). A minimum of 3 hours for each event is charged (\$52.50 for rehearsal and \$52.50 for the wedding). If security is required for more than 3 hours, the HCSO charges \$17.50 per hour for each additional hour. Details should be discussed with the Meadowbrook Wedding Coordinator.]

Signed _____ Date _____