

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 _____

Fees for Members and Non-members:

- Clean-up fee for Auditorium & two dressing rooms 150.00 _____
- Clean-Up fee Family Center (if used for reception) 100.00 _____
- Sound Engineer 50.00 _____
- 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 North, Jackson, MS 39206. **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.]*

I agree to abide by all the wedding policies and procedures of the Meadowbrook Church of Christ and I am fully responsible.

Signed _____ Date _____