

## Hillside 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 Hillside calendar.

### Wedding Information/Scheduling

<b>Wedding Date</b> _____	Expected Attendance _____
Starting Time _____	Ending Time _____
Set Up Time _____	Take Down Time _____
<b>Rehearsal Date</b> _____	Start and End Time _____
<b>Groom's Full Name</b> _____	
Address _____	
Phone _____	Cell _____ Email _____
<b>Bride's Full Name</b> _____	
Address _____	
Phone _____	Cell _____ Email _____
<b>Officiant</b> _____	Phone/Email _____
<b>Wedding Director</b> (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 Hillside Church and do hereby agree to abide by them and ensure that our guests and members of our wedding party abide by them.

<b>Signature</b> _____	<b>Date</b> _____
<b>Signature</b> _____	<b>Date</b> _____

### For Office Use

<input type="checkbox"/> Member	<input type="checkbox"/> Non-Member	Approved by _____	Placed on calendar by _____
<b>Hillside Coordinator</b> _____		<b>Sound Tech</b> _____	Sound/Music Consult Date _____
<b>Deposit Amt.</b> \$ _____		<b>Building Use Fees</b> \$ _____	<b>Custodial Fees</b> \$ _____
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 _____	

Signature(s) on the reverse side indicate consent to the following Hold Harmless Agreement:

*In connection with the granted use of your facilities and premises at Hillside Church, a Baptist Fellowship, I, hereinafter referred to as the Permittee, do agree to defend, indemnify and hold harmless Hillside Church, a Baptist Fellowship, hereinafter referred to as the Church, its members and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees arising from personal or bodily injuries, including death, or property damage or otherwise, however caused, sustained by any person(s), firm(s), corporation(s), including the Church, brought or recovered against any of the undersigned's use/occupancy of church's facilities, furniture or equipment or other use as requested by the Permittee, or from any occurrence in or on the demised premises, and will further indemnify and hold the Church harmless against and from any and all claims arising from any breach or default on the part of the Permittee in the performance of any covenant or agreement on the part of the Permittee to be performed pursuant to the terms of this use, or arising from any act or negligence of the Permittee, or any of its agents, contractors, servants, employees, licensees, customers, or invitees. In the case any action or proceeding is brought against the Church by reason of such claim, the Permittee, upon notice from the Church, covenants to resist or defend at Permittee expense such action or proceeding by counsel reasonably satisfactory to the Church. The Permittee further agrees to retain responsibility for any loss, theft or damage to Permittee's equipment, supplies or materials or equipment, supplies or materials of others brought onto or stored on Church's premises in connection with Permittee's use of Church's facilities and premises.*

*The Permittee further agrees to surrender the premises and facilities to the Church at termination of the use period hereinbefore specified in the same condition as at the commencement of the period. The Permittee shall not remove any church property. All equipment, supplies and materials of any kind, supplied and used by the Permittee, shall be removed from the premises at termination of the use period. The Permittee shall be responsible for any damage to Church property, arising from Permittee's use, and shall promptly reimburse the Church for repair or replacement as billed.*

## WEDDING SET-UP REQUEST

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

- |   |  |
|---|--|
| <input type="checkbox"/> Podium microphone – standard                                   | <input type="checkbox"/> CD Player – standard  |
| <input type="checkbox"/> Wireless lapel microphone - standard                           | <input type="checkbox"/> Video projection system (DVD player, computer system, projection screen) - \$50 |
| <input type="checkbox"/> Microphone with floor stand - <2, \$10 each<br># of mics _____ | <input type="checkbox"/> Keyboard(s) - \$100 each  |
|   | <input type="checkbox"/> Drum Kit - \$100  |

Please sketch proposed set-up for the wedding

