



CALVARY  
*Knoxville*

# *Wedding Event Reservation Request Form*

*“Therefore a man shall leave his father  
and mother and shall become untied and  
cleave to his wife and they shall become  
one flesh.”*

*Genesis 2:24 (Amplified)*

## Wedding Reservation Policies

Upon receiving a recommendation from your Calvary Knoxville pastor/ pre-marriage counselor, a couple may request to reserve the pastor's services to perform a marriage ceremony and/or reserve use of the church facilities for wedding events. We, the staff at Calvary Knoxville, look forward to serving you during this very special time!

To ensure that your wedding and reception go smoothly, we ask that you carefully read the following information.

- ❖ Complete the "Wedding Event Reservation Request Form." Return it to the secretary after your first counseling session along with this signed form by your pastor/counselor. This will reserve a tentative date for your wedding. If your date is not available on our facility calendar, you will be contacted for an alternative date. Please allow at least 14 weeks to have sufficient time to complete your pre-marital counseling sessions. Your pre-marital counseling must be completed at least 4 weeks before your requested tentative wedding date. **Please plan accordingly.** Please do not announce your wedding date or order your invitations before your date has been confirmed by your counselor or pastor.
- ❖ We do not schedule weddings after 2:00 pm on Saturdays. Sundays are not available for weddings.
- ❖ We will provide you with our "Wedding Information Packet" which includes specific information regarding flowers, catering, music, guidelines for your photographer and videographer, appropriate choices for the bridal gown and attendant dresses, designated times for food preparation and decorating, equipment availability, and information for many other wedding details.

May the Lord be glorified in every way and guide and direct you as you prepare for this very special event!

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**Pastor/Counselor's Recommendation for Setting a Tentative Wedding Date**  
(AFTER COMPLETION OF FIRST PRE-MARITAL COUNSELING SESSION):

\_\_\_\_\_

\_\_\_\_\_

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

**Pastor/Counselor's Recommendation regarding Couple's Readiness for Marriage**  
(AFTER COMPLETION OF ALL PRE-MARITAL CLASSES):

\_\_\_\_\_

\_\_\_\_\_

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

## Wedding Event Reservation Request Form

It is our desire that your wedding day be a joyous and happy occasion. In order to provide the services necessary to make this a beautiful and organized event, we will arrange for personnel to take care of some of the details that need to be tended to. A separate charge will apply to each separate wedding event which is scheduled to take place at Calvary Knoxville including, but not limited to, the wedding ceremony, wedding rehearsal / dinner, bridal shower, etc.

- **We require all fees to be paid upfront at the time of submitting this application to reserve the facility.** If paying by check, please make the check out to Calvary Knoxville for the Facility Usage Fee. Additionally, please make out separate checks for cleaning and sound/tech engineer services, making checks payable directly to the person the church has designated as the cleaning person and sound/tech person for the event(s). Please check with the church secretary regarding who to make the checks out to, and please complete and submit the following pages to the church secretary following your initial meeting.
- Wedding parties will need to schedule a wedding rehearsal and/or dinner on a Friday night prior to a Saturday wedding (or Thursday night prior to a Friday wedding). The wedding party will be expected to clean and set up the church facility themselves after the rehearsal night in preparation for the next day's wedding events. Optionally, the family may opt not to clean and have the church staff to do this instead for an additional cleaning fee of \$50/room used.
- The sound/tech engineer serving the event must be either a Calvary Knoxville designated staff person or a person approved by Calvary Knoxville to run the sound & technology equipment. The sound/tech engineer will also clear and set the stage, if necessary.

**Please check the applicable fees below and submit this with your checks to the church secretary along with your reservation request:**

Event:	Member:	Non-member:	Total:
<input type="checkbox"/> Wedding Facility Fee (Ceremony & Rehearsal/Dinner)	\$100	\$150	\$ _____
<input type="checkbox"/> Cleaning Fee (Small wedding, Under 75 people)	\$100	\$150	\$ _____
<input type="checkbox"/> Cleaning Fee (Medium wedding, 75-150 people)	\$150	\$200	\$ _____
<input type="checkbox"/> Cleaning Fee (Large wedding, Over 150 people)	\$200	\$250	\$ _____
<input type="checkbox"/> Wedding Sound/Tech Engineering Services	\$100	\$150	\$ _____
<input type="checkbox"/> Non-Wedding Facility Usage (i.e. shower, etc.)	\$50	\$100	\$ _____
<input type="checkbox"/> Non-wedding/Addl' Cleaning Fee (weekday use)	\$0	\$ 50/room	\$ _____
<input type="checkbox"/> Non-wedding/Addl' Cleaning Fee (weekend use)	\$50/room	\$100/room	\$ _____
<input type="checkbox"/> Non-wedding/Addl' Sound/Tech (weekday use)	\$0	\$ 50	\$ _____
<input type="checkbox"/> Non-wedding/Addl' Sound/Tech (weekend use)	\$50/up to 3 hrs	\$100/up to 3 hrs	\$ _____
<b>Total Facility Usage:</b>			<b>\$ _____</b>
<b>Total Cleaning Fee:</b>			<b>\$ _____</b>
<b>Total Sound/Tech Fee:</b>			<b>\$ _____</b>

**Wedding Event Reservation Request Form**  
(Please submit this form to the secretary after your first counseling session.)

<u>Name</u>	<u>Phone</u>
Groom _____	Home _____ Mobile _____
Bride _____	Home _____ Mobile _____

**Wedding Event Request for Calvary Knoxville Facilities**

Requested Officiating Pastor \_\_\_\_\_

Requested Wedding Ceremony Date \_\_\_\_\_ Time \_\_\_\_\_

Requested Rehearsal / Dinner Date \_\_\_\_\_ Time \_\_\_\_\_

Other: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

No. of guests expected \_\_\_\_\_ Wedding Colors \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

**Request for Calvary Pastor to Officiate at Other Location**

Request for Officiating Pastor \_\_\_\_\_

Name of facility \_\_\_\_\_

Address \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Ceremony Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

**Other Reception Location**

Name of facility \_\_\_\_\_

Address \_\_\_\_\_

Website \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Reception Date \_\_\_\_\_ Time \_\_\_\_\_

If available, your wedding event dates will be tentatively reserved. Your dates will need to be confirmed by the Pastor/Counselor upon the completion of your pre-marital counseling sessions. Your requested wedding date must be scheduled for at least 4 weeks after you have completed your last session. Keep this in mind when scheduling your appointments. If your requested date is unavailable on our facility calendar, we will contact you for an alternate tentative date.