

Calvary Chapel Georges Hall Wedding Hire Facilities Checklist

Name of Group/Hirer _____

Name of Pastor/Leader overseeing event _____

Date of Meeting _____

Hiring Time From: _____ To: _____

Number Attending (Approx.) _____

NB: - Once the time is agreed upon, the price will be set and there is to be no change of this time for setup or other reasons.

Hiring of the facility will only be possible, if the points below are met and agreed upon:

- i) Calvary Chapel does not have any other functions on the day requested.
- ii) A person from Calvary Chapel is willing to open and close the church and operate the sound system, otherwise there will be no hiring of the facilities.
- iii) If any equipment/facility is damaged by the hiring party, then **full recovery cost** will have to be paid by the hirer to Calvary Chapel.
- iv) Equipment and Furniture are **not** to be moved in the facility.
- v) Calvary Chapel does not provide decorations or worship teams for wedding ceremonies as this is the responsibility of the hirer. The hirer is not to bring onto the property any confetti, rice, glitter, etc.
- vi) The hirer is not to stick any objects onto the walls or glass in the facility.

I agree to abide by all the requirements as detailed above. Please sign.

Signature _____ Date _____

Calvary Chapel
Checklist for Wedding Ceremony

Groom's Name:

Bride's Name:

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Address:

Address:

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.....

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D.O.B.....

D.O.B.....

Ph (Hm)

Ph (Hm)

Ph (Wk)

Ph (Wk)

Calvary Chapel Church Member: Y/N

Calvary Chapel Church Member: Y/N

DATE OF PROPOSED MARRIAGE:

TIME OF CEREMONY:

OFFICIATING MINISTER:

MULTI-FUNCTION HALL REQUIRED: YES/NO
(IF YES - AFTERNOON TEA ONLY)

NOTICE OF INTENDED MARRIAGE FORM - COMPLETED: YES/NO
(MUST BE COMPLETED & RETURNED TO OFFICIATING MINISTER A MINIMUM OF ONE
MONTH PRIOR TO DATE OF WEDDING)

DATE OF WEDDING REHEARSAL:

HIRER TO ARRANGE CEREMONY DETAILS:

OFFICIATING MINISTER:

WORSHIP LEADER:

MUSICIANS:

SINGERS:

SOUND DESK OPERATOR: CALVARY CHAPEL NEEDS TO PROVIDE

OTHERS:

MULTI-FUNCTION HALL DETAILS (if required):

CATERERS:

DECORATERS:

CLEANERS:

OTHERS:

DECLARATION

I agree to abide by all the necessary requirements as detailed in the casual hiring procedures policy. I also understand that I will be responsible for any monies incurred due to breach of policy, regulation or any damage sustained to the facility and/or equipment during or as a result of the hiring agreement.

Signature _____ Date _____

Name _____

Address _____

Telephone _____ (Home) _____ (Mobile)

Email _____