

# Northwest Community Church

8735 Cheviot Road, Cincinnati, OH 45251  
(513)385-8973 email: nwcc08@gmail.com

## Wedding Use Agreement

Date Revised:

1/1/2023

Date Approved:

\_\_\_/\_\_\_/\_\_\_

This form is to be filled out and turned in to either the Northwest Community Church office or the Minister. We can tell you if a date is available, and get approval of your Wedding Service.

Part 1: of this form is to be filled out when turned in.

Part 2: may be filled out during conferences with the Minister.

### PART 1:

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

#### CHURCH MEMBERSHIP:

\_\_\_\_ Northwest Community Church      \_\_\_\_ Other      \_\_\_\_ None

Have you ever been married before? \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

#### CHURCH MEMBERSHIP:

\_\_\_\_ Northwest Community Church      \_\_\_\_ Other      \_\_\_\_ None

Have you ever been married before? \_\_\_\_\_

In submitting this request, your wedding date needs to be approved by Music Director, Minister, Administrative Coordinator, and Session. The Wedding Service and related activities will be conducted in accordance with the policies and procedures of Northwest Community Church.

**KEY#**

Session Approval \_\_\_Y \_\_\_N      \_\_\_/\_\_\_/\_\_\_

Date and time for Wedding Service: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Number of guests expected to attend: \_\_\_\_\_

Bride's Name \_\_\_\_\_

Date \_\_\_\_\_

Groom's Name \_\_\_\_\_

Date \_\_\_\_\_

#### Alcohol Use Policy

1. The signer agrees that Northwest Community Church (PCUSA) is not held responsible for any injuries or damage that may occur on the property.
2. Northwest Community Church (PCUSA) provides no alcohol nor bartender.
3. The signer is responsible for all damages and injuries on the property along with clean up, including but not limited to mopping the floor and emptying the trash.

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## Questions

Please answer everything

### PART 2:

Do you desire to have another Minister invited to participate in the Service?  NO  YES (Please list:)

Ministers Name: \_\_\_\_\_

Church: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Do you wish to request any musicians other than, or in addition to, the NWCC music director?

NO  YES (Please list:)

Each Musician's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Do you plan to use a Wedding Coordinator?  NO  YES (Please list:)

Coordinators Name: \_\_\_\_\_

Has he/she ever directed a wedding in this church? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Do you plan to use Fellowship Hall for a reception after the wedding ceremony?  NO  YES

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_