

## Wedding Application



Today's Date \_\_\_\_\_

Date of Wedding Ceremony \_\_\_\_\_

Start time \_\_\_\_\_

End Time \_\_\_\_\_

Set-up start time \_\_\_\_\_ Breakdown end time \_\_\_\_\_

Expected attendance \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Location & Time of Reception \_\_\_\_\_

2364 E Cumberland Street • Philadelphia, PA 19125

Phone: 215 423 6216 • E-mail:

info@thewordatbeacon.org

Web: [thewordatbeacon.org](http://thewordatbeacon.org)

Social Media: @thewordatbeacon

## Contact Information

### Applicant #1

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Faith Tradition \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

### Applicant #2

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Faith Tradition \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

## Day-of Contact Person

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Email \_\_\_\_\_

**Event Supplies**

Tables requested? Y/N Estimated number\_\_\_\_\_

Chairs requested? Y/N Estimated number\_\_\_\_\_

Additional supplies/equipment requested? Please detail below:

**Officiating Pastor's Information**

Please have the officiating pastor contact Rebecca Blake at Beacon Church as soon as possible at 267 702 0804.

Name\_\_\_\_\_ Faith Tradition\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

Email\_\_\_\_\_

Your signature below indicates the following:

- You have received, read, understand and agree to the terms set forth in the Weddings at Beacon Church form.
- You and the site contact are the persons responsible to Beacon for all fees.
- You will be billed separately for borrowed items that are not returned, damaged and/or missing as well as for any clean-up fees and time overage fees.

*Half of the sanctuary fee is due with the application form in order to reserve your chosen date. A security deposit of \$150 is due by the evening of the wedding rehearsal, to be returned within 7 days after the event. The balance of the sanctuary rental fee is due by the evening of the wedding rehearsal, in addition to all other fees. Checks are to be made out to "Beacon Church" for all wedding fees, excepting the officiant fee and the event coordinator fee, which should be made out to the officiant and the coordinator by name, respectively.*

Applicant (Print Name): \_\_\_\_\_

Signature\_\_\_\_\_ Date \_\_\_\_\_

Applicant (Print Name): \_\_\_\_\_

Signature\_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE**

Session approval date:

Deposit received:

Balance received: