



McMurray Gospel Assembly Wedding Request Form

All bookings must be made through the church office during office hours. (Mon-Fri 9am-5pm)

Please complete the attached Application and submit to the church office along with damage deposit

**Please note that this is an Application only. We will notify you when your request has been approved or denied.*

Bride Name:	Groom Name:
Cell No.:	Cell No.:
E-Mail:	E-Mail:
Wedding Date:	Ceremony Time:
Building Access Required: From: _____ To: _____ <i>(Please consider decorating & photography in your time estimates.)</i>	
Rehearsal Date:	Rehearsal Time:
Building Access Required From: _____ To: _____ <i>(We will book these times with you one month prior to the wedding.)</i>	

Name of Contact Person: _____

Phone #: _____

Officiating Pastor Requested:

Premarital Counseling through MGA? YES NO

If No, please provide the name and contact information for those who will be providing your premarital counselling.

Name:

Contact No.:

Ceremony Details: Please check all the components that you plan to have in your ceremony.

Musicians/Instruments Details:

Singers Details: (Will they be using pre-recorded or live music?)

Speaker other than Pastor Details:

CD's/Music Details:

Facility Rental Includes:

Main Auditorium, Foyer. Also includes a 2 hour rehearsal - additional charges will apply if the 2 hours is exceeded.



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Booking Summary (OFFICE USE ONLY)

Pastoral Honorarium:	\$300 (\$200 if performed during church hours)
Facility Rental:	\$320
Sound Technician:	\$20/hour
Event Coordinator:	\$25/hour if needed
Tablecloths	\$5/tablecloth
Additional Fees:	Details:

Total Fees:

Damage Deposit Paid:

Date Paid:

Balance Amount Owing Paid:

Date Paid:

A \$150.00 refundable damage deposit is required to be kept on file for the duration of the event. This can be in the form of a credit card or cheque. A full invoice, reflecting actual use, will be issued after the event.

All fees are to be paid in full one month prior to the wedding date.

Lead Pastor Approval of Application:

Dated:

Signed by:

Applicant Notified by (please print):

Signature:

Dated: