

OFFICE USE ONLY:

Date____/____/____

Original:T.S._____

K.B._____

P.M._____

S.K.Fx661.6590____

L.C._____

Sent Packet_____

**ST. MATTHEW CHURCH
WEDDING FACILITY USAGE FORM**

Day, Date & Time of Wedding_____

Day, Date & Time of Rehearsal_____

Brides Name, Address & Phone #_____

Grooms Name, Address & Phone #_____

Name of Priest presiding over Wedding_____

Is the wedding rite included within a Mass or outside of a Mass? (circle one)

Are you a parishioner of St. Matthew Church? Yes No

Would you like to reserve the Sanctuary or the Chapel for your wedding? (circle one)

Would you like to rent the candelabras? Yes No

St. Matthew Church requests two floral arrangements be left in the church on the altar if flowers are used during the wedding. Will you be using flowers? Yes No

Will you be using the Cohan-Hansom building for the Rehearsal Dinner or Reception?
Yes No

If yes, do you need the kitchen in the Cohan-Hansom building? Yes No

In order to use the kitchen you must arrange to meet with the St. Matthew Kitchen Manager prior to use. She will contact you to set up an appointment. If you are only using the ice machine and counters for food prep you will not need to set up an appointment.

If you are renting the Cohan-Hansom building, do you need a key? Yes No

Please contact Tricia Sharp at 550-5110 or tsharp@churchofstmatthew.org with any questions you may have.

I agree to comply with all policies & procedures for this event.

Event Coordinator_____Phone#’s_____

E-mail Address:_____