

**BERWICK CONGREGATIONAL CHURCH**  
 5673 NE Berwick Drive, Berwick, Iowa 50032 (Phone: 515/262-0949)

**WEDDING RESERVATION FORM**

	<i>For Office Use Only</i>
<b>Name of Bride &amp; Groom:</b> _____	Date Received: _____
<b>Date of Wedding:</b> _____	Deposit Received: _____
<b>Actual Time of Wedding:</b> start _____ end _____	Approved: _____
<b>Total Time Requested:</b> from _____ to _____ <i>(from start to finish, dressing, photographs, receiving line)</i>	
<b>Date of Rehearsal:</b> _____ <b>Time of Rehearsal:</b> _____ to _____	Balance Due: _____
<b>Rehearsal Dinner or Reception at church?</b> Please contact the church office for availability (262-0949 or _____)	
<b>Special Requests:</b> _____	
<b>Approximate Number of Guests:</b> <input type="checkbox"/> 0-49 / <input type="checkbox"/> 50-75 (max capacity of Berwick Congregational Church)	

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**This completed form and a reservation fee of \$25.00 (members) or \$50 (non-members) is required to reserve your date.** Full payment of fees is due five (5) days in advance of the event. This fee is refundable only if you notify us *(in writing)* two (2) months before the wedding date.

1. The wedding party's representative (the undersigned) will be responsible for the group's compliance with all Berwick Church rules.
2. No alcoholic liquors or beverages, or drugs are to be brought to or consumed in any of the church buildings or on the grounds. Smoking is prohibited on church property.
3. All activities must be appropriate for the facility's intended use.

**Berwick Congregational Church reserves the right to decline acceptance of this application based on the nature of the event and to make inspections at any time.**

*"My signature below indicates I have read and understand the stated policy and agree to adhere to these policies. I also understand I am responsible for any/all damages to the building, property and/or equipment while said premises are occupied by me and/or my guests. In addition, I agree to indemnify and hold harmless Berwick Congregational Church, the pastors and church personnel from all liability to me or my guests as a result of my conduct or the conduct of my guests."*

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (Representative)