



WEDDING RECEPTION AT FPC

FIRST PRESBYTERIAN
Church of Nashville

CONTACT INFORMATION	
Wedding Reception for:	
Contact Person:	
Phone:	Email:

DATE REQUESTED	
Reception Date:	Reception Time:
Time Arriving:	Time Departing:

ROOM REQUEST
LOCATION: <input type="checkbox"/> Courtenay Hall (<i>maximum capacity 350 people</i>) <input type="checkbox"/> Cheek House (<i>maximum capacity 100 people</i>)
SETUP DETAILS: Number Attending: _____ Number of Round Tables: _____ Number of Food Service Tables: _____ Other requests:
Contact Jason Indorato, Director of Operations, to discuss setup arrangements (jindorato@fpnashville.org or 615-298-9533).

CATERER INFORMATION

Will you be using an outside caterer? Yes No

If yes, a Certificate of Insurance from the caterer must be provided to the church.

Caterer Name: _____

Caterer Phone: _____

Will you need the use of the church kitchen? Yes No Time needed: _____

If yes, contact Rosemary Stewart, Hospitality Coordinator, to discuss kitchen use (rstewart@fpcnashville.org or 615-383-1815).

Would you like First Presbyterian Church to provide food services? No Yes

If yes, contact Rosemary Stewart, Hospitality Coordinator, to discuss menu desired (rstewart@fpcnashville.org or 615-383-1815).

Number of People to be Served: _____

Time Meal to be Served: _____

Type of Menu Desired:

CHURCH REGULATIONS

1. A Certificate of Liability of Insurance must be provided, if using outside caterer.
2. Nonmember groups may not reserve facilities more than 6 months prior to event.
3. Tobacco products and alcoholic beverages are not allowed on church premises.
4. The party using the facilities is responsible for leaving the building in a reasonable state of cleanliness and order.
5. The church reserves the right to cancel a reservation.

Signed: _____ Dated: _____

NOTE: Facilities will not be reserved until this form has been turned into the church office, the event has been approved, and the facilities fee has been turned in to the church.