



**RESERVATION FORM**

**COMMITMENT CEREMONY/WEDDING**

**East Shore Unitarian Church, 12700 SE 32nd Street, Bellevue, WA 98005**

**(425) 747-3780**

**scheduling@eastshoreunitarian.org**

Please fill in all information and return to East Shore. You may want to keep a copy for your records.

**Bride/Partner 1:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: (H) \_\_\_\_\_

(C) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Groom/Partner 2:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: (H) \_\_\_\_\_

(C) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Member of ESUC:  Yes  No

If other than the Bride or Groom then who?

\_\_\_\_\_

**LOCAL CONTACT:** \_\_\_\_\_

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

\_\_\_\_\_

Phone: (H) \_\_\_\_\_

(C) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_

Time: \_\_\_\_\_

Set Up Time: \_\_\_\_\_

Take Down Time: \_\_\_\_\_

**Rehearsal Date:** \_\_\_\_\_

Time: \_\_\_\_\_

Minister: \_\_\_\_\_

Phone: \_\_\_\_\_

Number Of Guests: \_\_\_\_\_

Number In Wedding Party: \_\_\_\_\_

Musician: \_\_\_\_\_

Gift Table Setup  Yes  No

Guest Book Table Setup  Yes  No

Florist: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Caterer: \_\_\_\_\_

Caterer Phone: \_\_\_\_\_

Caterer Email: \_\_\_\_\_

**Please read the following information and sign below:**

I confirm that the information on the front of this form is correct, and any details not yet decided will be communicated to the church office as soon as they are available.

Enclosed is a check for the \$500 damage deposit to reserve the church for the dates and times indicated for the wedding. I will pay the balance of the fee for the wedding at least four weeks before the date of the wedding. If the balance is not received at this time, the reservation will be considered a cancellation and your deposit will be forfeited.

**I also confirm that I am aware of and will abide by the following:**

**Gallery Exhibits**– No materials may be removed from the East Shore Gallery exhibits nor from any bulletin boards by anyone using the facilities of the church. Consideration will be given to a formal, written request to the church office for removal of material that would obviously impede the wedding; such material must be removed by, or under the direct supervision of church staff only.

**Rice and Confetti**– may **not** be thrown either inside the church building or on the church grounds

**Taking of Photographs**– must be coordinated with the minister in charge of the wedding. It is recommended that there be NO pictures taken with flash during the ceremony. Available–light pictures from the balcony are permissible. Please discuss this with your minister.

**Storage**– ESUC does not provide any storage space whatsoever to renters & is not responsible for property damaged or lost. Users should exercise good care of their property to ensure proper use, safety & security. Users who leave property onsite will not be notified.

**Damages**– I agree to exercise the utmost care in the use of church property, to adequately supervise the activities of those attending as my guests and employees, to hold East Shore Unitarian Church harmless from any and all liability resulting from the use of such facilities, and agree to reimburse the church for any and all damages resulting from my use and the use of those attending as my guests or employees. In the event of damage to the church or its property or the need for extraordinary cleaning, the church may retain all or a portion of the damage/cleaning deposit and charge any additional expenses to the wedding party.

**Alcohol Usage**– Wine and beer (no hard liquor) may be served in accordance with East Shore Unitarian Church's alcohol policy and Washington State laws.

**No Smoking**– is permitted in the church. An announcement should be made to this effect.

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Signature

Date