

SVPC Wedding Application



SPRING VALLEY
PRESBYTERIAN CHURCH

Telephone - 803-788-3589 www.svpc.org

125 Sparkleberry Lane, Columbia, SC 29229

Contact Information

Today's Date: _____

Bride's Name: _____ Email: _____

Home Phone: _____ Cell: _____ Work: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Mother's name: _____ Father's name: _____

Groom's Name: _____ Email: _____

Home Phone: _____ Cell: _____ Work: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Mother's name: _____ Father's name: _____

Are the bride, groom, parents or grandparents of
either members of SVPC? **Y** **N** If so, who?

Local contact name & phone *if Bride & Groom live out of town:* _____

Wedding Information - *facility request*

Number of guests: _____

Your date will be confirmed once your completed application form has been approved by the SVPC Session & deposit received.

Requested Wedding Date: _____ Time: _____ Rehearsal date: _____ Time: _____

Rehearsal dinner space? **Y** **N** Date: _____ Time? _____ Number attending: _____

Requesting reception space? **Y** **N** Number attending: _____ Time from/to: _____

The information below is not required at the time of application, but must be supplied one month before wedding.

Wedding Planner: _____ Contact name & Phone: _____

Caterer: _____ Contact name & Phone: _____

Florist: _____ Contact name & Phone: _____

Photographer: _____ Contact name & Phone: _____



Wedding Information - *worship service*

Officiating Pastor:

Guest Pastor: *(requires prior approval from Session & Senior Pastor)* Name:

Address: Phone:

Organist:

Guest Organist: *(requires prior approval from the Church organist)* Name: Phone:

Will you be leaving your flower arrangement for Sunday service? **Y** **N**

For SVPC members only - Will you need childcare? **Y** **N** *(Check all that apply)* Wedding ___ Reception ___

Other request not listed on the form:

Wedding Director

A Wedding Director is assigned to offer pre-wedding communication on all arrangements and the direction of the rehearsal, and wedding-day assistance with the flow of the ceremony. Your Wedding Director will contact you once your wedding date has been confirmed. If you have additional questions or concerns, please do not hesitate to contact our Wedding Director, Drea Bender at (803) 479-8591 or drea.bender@gmail.com. You may also contact the Church Office at 803-788-3589. **A 50% security deposit** will be required after your wedding application is approved and before the date can be reserved on our church. The remaining balance is due one month before the wedding date. We require one year of membership to SVPC prior to the wedding date.

Fees - *building use and services*

Members \$1,200
Church Sanctuary
Pastor Honorarium
Organist
Sound
Cleaning Fee
Wedding Director *(includes appointments prior to wedding)*

Potts Fellowship Hall \$1,000
Potts Hall
Kitchen
Church Rep/Sound (10 hours to set up & tear down for rehearsal or reception)
Cleaning & Setup

CrossRoads \$600
(seating up to 32 people)
Atrium area for small receptions (10 hours to set up & tear down for rehearsal or reception)
Cleaning & Setup
Atrium area for small receptions

I have received a copy of the SVPC Wedding Policies and agree to the terms and conditions contained therein. I am aware that the date requested cannot be confirmed until the SVPC Session approve my application and my deposit is received in the church office.

Bride's signature

Date

Groom's signature

Date