

Res.# \_\_\_\_\_

:  
**APPLICATION FOR USE OF FACILITIES  
OUR LADY OF THE PRESENTATION PARISH  
WEDDING-REHEARSAL-RECEPTION**

**Date of Wedding:** \_\_\_\_\_ **Wedding time** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

(Rooms reserved for weddings: Church, Mulligan North, Mulligan South, Scheer)

**Date of Rehearsal** \_\_\_\_\_ **Rehearsal time:** 5:30pm \_\_\_\_\_ **or** 6:30pm \_\_\_\_\_

**Bride's Name** \_\_\_\_\_ **home#** \_\_\_\_\_ **wk#** \_\_\_\_\_

**Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**Groom's name** \_\_\_\_\_ **home#** \_\_\_\_\_ **wk#** \_\_\_\_\_

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

**Reception Date:** \_\_\_\_\_ **Times:** \_\_\_\_\_ **Set Up Time**

**(Rooms reserved for Receptions: Auditorium and Serving Kitchen)**

Will alcohol be served? \_\_\_\_\_ If so, you must have a liquor insurance form on file at the parish office.

Approximate number of persons attending. \_\_\_\_\_

Will you be residing at Our Lady of the Presentation after the wedding? \_\_\_\_\_

If yes, Address: \_\_\_\_\_

**NOTE:** Permission for use is given only for those items checked on this sheet. Other facilities are off limits during the times of this event: and even though they are not being used at the time, their use by this group should not be presumed. **Mulligan Rooms** are reserved for the wedding party to dress, they are to be vacated by no later than 9:00pm when scheduling an evening wedding.

- Chairs and table will be made accessible for setup. All groups will be responsible for their own set up/take down of rooms. This includes vacuuming afterward if necessary and depositing trash appropriate
- Every group is expected to return chairs and tables to their respective storage areas immediately at the conclusion of the event unless previously negotiated otherwise.
- Rental fees are due at the Parish Office at the time reservation for room is made.
- Event insurance form must be completed with \$125 payment and given to the parish office. Serving of alcoholic beverages to minors is prohibited at all times.
- Facilities not specifically reserved are off limits to all.

Will Alcoholic beverages be served? \_\_\_\_\_

Total Deposit/damage fee \_\_\_\_\_

Total Usage Fee \_\_\_\_\_ Special Event Insurance Fee \_\_\_\_\_

Total due \_\_\_\_\_ Date Received \_\_\_\_\_

*I understand and agree that the deposit will be forfeited if damage occurs or if extra cleanup is required after the facility is vacated. I also accept responsibility for the supervision of the serving of any alcoholic beverages to ensure moderation and compliance with the law.*

**SIGNATURE** \_\_\_\_\_ **Received by:** \_\_\_\_\_