

Wedding Rental Application

Email this completed form to Office@fccpa.org to request your dates.

First Congregational Church of Palo Alto
1985 Louis Road, Palo Alto, CA 94303
(650) 856-6662 | www.fccpa.org

Contact Information

Renter Name(s): _____ and _____

Address: _____

Cell Phone: _____ Email: _____

Event Information

Type of Event: _____ Ceremony & Reception _____ Ceremony Only _____ Reception Only

Ceremony Location: _____ Reception Location: _____

Type of Reception:
(if applicable) _____ Dinner _____ Lunch _____ Lite Refreshments (in Courtyard)

Ceremony Guest Count: _____ Reception Guest Count: _____

Kitchen Use Needed: _____ Yes _____ No Alcohol to be Served: _____ Yes _____ No

A/V Equipment Needed: _____ Yes _____ No
(Excludes streaming)

If yes, please explain: _____

Ceremony Officiant & Organist

_____ FCCPA Minister¹ _____ Other Minister² (If Other Minister, please provide website ad ordination date)

Name: _____ Email: _____

Church Website or Facebook page: _____ Ordination Date: _____
(for guest ministers) _____ (for guest ministers) _____

FCCPA Organist¹: _____ Yes _____ No

¹ A small fee applies. The Minister and/or Organist will meet with you in advance of your wedding date.

² Visiting ministers must agree to be respectful of our Open & Affirming Congregation and traditions of extending our extravagant welcome to intentionally name LGBTQ persons and their families. For more information:

<https://www.fccpa.org/open--affirming.html>

REQUESTED DATES/TIMES (all dates & times requested below are not confirmed until APPROVED)

*Please request dates as needed. Remember to include set-up, performance/rehearsal and clean-up time.

Date(s)	Type of Event	Arrival / Set-Up Start Time	Event Start Time: (enter or circle one)	Event End Time: (enter or circle one)	Clean-Up End Time
	Ceremony Rehearsal	N/A	6:00 p.m. or 7:00 p.m.	7:00 p.m. or 8:00 p.m.	N/A
	Ceremony				
	Reception				

FOR OFFICE USE ONLY

Application Approved by FCCPA: _____ Yes _____ No Date: _____ By: _____