



**SAINT MARK**  
UNITED METHODIST CHURCH

## Wedding Reservation Form

### BRIDE

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Church Affiliation \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### GROOM

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Church Affiliation \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### CEREMONY INFORMATION

Number of Guests \_\_\_\_\_  
Number of Attendants \_\_\_\_\_  
Visiting Minister's Name \_\_\_\_\_  
*Phone Number* \_\_\_\_\_  
*Church Affiliation* \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_  
*Rehearsal Time* \_\_\_\_\_  
Wedding Date \_\_\_\_\_  
*Wedding Time* \_\_\_\_\_

**ADDITIONAL WEDDING INFORMATION (if known)**

Florist  
*Contact Information*

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Photographer  
*Contact Information*

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Videographer  
*Contact Information*

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Your Wedding Director  
*Contact Information*

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Reception Site  
*Address*  
*Time*

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**SAINT MARK INFORMATION**

Sanctuary or Chapel

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Minister Assigned

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Organist Assigned

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**SAINT MARK AGREEMENT**

By signing below, we (the bride and/or groom) indicate that we have read, understood, and agree to abide by the rules, set forth by the Church Council of Saint Mark United Methodist Church, which are contained in the Saint Mark Wedding Policy Guidelines. We (the bride and/or groom) assume full responsibility for any damagers to church property. We understand that all final decisions concerning the wedding worship service will rest with the Saint Mark Wedding Committee.

Bride  
*Date*

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Groom  
*Date*

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For Saint Mark UMC  
*Date*

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# The Fine Print

## FEES INCLUDE

- The use of the facility (sanctuary/chapel and dressing rooms) for both the rehearsal and the wedding ceremony,
- Fees for the pastor, the organist, audio services if in the Sanctuary, the wedding directors, and
- Arrangements for available clean up on the day of your wedding.
- A deposit of \$500 is required for all weddings.
- All fees are due 4 weeks prior to the wedding.

## REHEARSALS

Rehearsals are scheduled the Friday evening before the wedding.

## CANCELLATIONS

If your wedding is cancelled at least six weeks before the scheduled date, you will receive one half of your deposit as a refund. If the wedding is cancelled within six weeks of the scheduled date, your entire deposit is nonrefundable. A refund check will be issued the week following your wedding unless damage has been done to the facility.

## ADDITIONAL FEES

### MUSICIANS

Please note that there will be an additional \$30 per musician added to the ceremony. This is to compensate the organist for practice time with each guest musician.

### DISCRETIONAL FEES

An additional fee (at the discretion of the Saint Mark Wedding Director) will be assessed if either the rehearsal or the ceremony begins more than half hour after the scheduled time or if the ceremony lasts 30 minutes longer than the reserved time.

The amount of the fee will be determined by the length of time and the hourly rate of the service provider whose time is extended (i.e.: security, musicians, etc.) beginning at \$50 per half-hour for each person involved.



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## Non-Church Member Wedding Financial Spreadsheet

<b>Fees &amp; Calculations</b>	<b>Sanctuary</b>	<b>Chapel</b>
<b>Facility Fee</b>	\$ 3,000.00	\$ 2,250.00
<b>Total Due at Reservation (Deposit)</b>	\$ 1,000.00	\$ 1,000.00
<b>Balance Forward</b>	\$ 2,000.00	\$ 1,250.00
<i>- Church Member Discount</i>	\$ 0.00	\$ 0.00
<i>+ Number of Vocalists x \$30.00</i>		
<i>+ Number of Instrumentalists x \$30.00</i>		
<b>Balance Due (no later than 4 weeks out)</b>		
<i>- Non-Member Refundable Deposit</i>	\$ 500.00	\$ 500.00

<b>Payments</b>	<b>Amount</b>	<b>Date</b>
Initial Deposit	\$ 1,000.00	
Second Payment		
Final Payment		
Refund Due		



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## Church Member Wedding Financial Spreadsheet

<b>Fees &amp; Calculations</b>	<b>Sanctuary</b>	<b>Chapel</b>
<b>Facility Fee</b>	\$ 3,000.00	\$ 2,250.00
<b>Total Due at Reservation (Deposit)</b>	\$ 1,000.00	\$ 1,000.00
<b>Balance Forward</b>	\$ 2,000.00	\$ 1,250.00
<i>- Church Member Discount</i>	- \$ 1,500.00	- \$ 1,250.00
<i>+ Number of Vocalists x \$30.00</i>		
<i>+ Number of Instrumentalists x \$30.00</i>		
<b>Balance Due (no later than 4 weeks out)</b>		
<i>- Non-Member Refundable Deposit</i>	\$ 0.00	\$ 0.00

<b>Payments</b>	<b>Amount</b>	<b>Date</b>
Initial Deposit	\$ 1,000.00	
Second Payment		
Final Payment		
Refund Due		