



Shawnee
United Methodist Church

Wedding Reservation Request Form

Name of Bride _____ E-mail Address _____

Address _____

City, State, Zip _____

Home phone _____

Work phone _____

Cell phone _____

Name of Groom _____ E-mail Address _____

Address _____

City, State, Zip _____

Home phone _____

Work phone _____

Cell phone _____

Requested date of Wedding (mm/dd/yyyy)

1st choice _____ Time _____

2nd choice _____ Time _____

3rd choice _____ Time _____

Reception at Church YES NO

Requested date of Rehearsal (mm/dd/yyyy)

1st choice _____ Time _____

2nd choice _____ Time _____

3rd choice _____ Time _____

Number of expected guests (estimated) _____

Minister Requested (if other than Church Pastor) _____

Address _____

City, State, Zip _____

Ph. no. _____

Location of the Wedding _____

SCHEDULE OF FEES

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
Chapel Only	NO CHARGE	\$200.00
Sanctuary Only Wedding	NO CHARGE	\$350.00
Wedding w/Reception in Fellowship Hall	\$125.00	\$500.00
Reception Only	\$ 50.00	\$150.00
Standing Candelabra	NO CHARGE	\$ 50.00
Unity Candle Holder (Our set must be used)	\$ 25.00	\$ 25.00
Wedding Coordinator	\$175.00	\$250.00
Custodial Fee	\$150.00	\$200.00
Organist Fee	\$175.00	\$250.00
Clergy Fee	\$200.00	\$300.00
Sound Engineer	\$ 50.00/Rehearsal & Wedding	\$100.00/Rehearsal & Wedding

A non-refundable deposit of \$100.00 must accompany this form when returning it. Your Wedding date will be placed on the church calendar only after this form has been completed and deposit have been received. ALL FEES ARE DUE THIRTY DAYS IN ADVANCE OF THE WEDDING. See the Full Fee Schedule for more information.

A custodian will be on hand during the rehearsal, wedding, and reception to care for special needs and services and to clean up afterwards. Custodial, Wedding Coordinator and Sound Engineer fees are required for all weddings.

We have read the Wedding Policy and agree to abide by the procedures and rules stated therein.

Bride's Signature

Groom's Signature