



# Shawnee UMC 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)**

**Requested date of Rehearsal (mm/dd/yyyy)**

1st choice \_\_\_\_\_ Time \_\_\_\_\_

1st choice \_\_\_\_\_ Time \_\_\_\_\_

2nd choice \_\_\_\_\_ Time \_\_\_\_\_

2nd choice \_\_\_\_\_ Time \_\_\_\_\_

3rd choice \_\_\_\_\_ Time \_\_\_\_\_

3rd choice \_\_\_\_\_ Time \_\_\_\_\_

Reception at Church  YES  NO

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

	MEMBERS	NON-MEMBERS
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
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/

**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