

Bardstown United Methodist Church

WEDDING RESERVATION AGREEMENT FORM

Bride's Information:

Full Name: _____ Member of BUMC? _____

Address: _____

Phone Number: (cell) _____ (home) _____

Email address: _____

Groom's Information:

Full Name: _____ Member of BUMC? _____

Address: _____

Phone Number: (cell) _____ (home) _____

Email address: _____

Date and Time of Rehearsal: _____

Date and Time of Wedding: _____

Do you require a pianist or organist? _____

Will a rehearsal dinner be held at the church? _____ Time _____

Date and Time of Reception (if held at BUMC): _____

Reception will conclude by what time? _____

Please indicate (X) which other church facilities will be needed by the wedding party and/or guests. These require additional facility agreement forms and fees.

2nd Campus/Open-Air Chapel (for rehearsal and wedding): _____

Life Center (for reception): _____

Kitchen (for reception): _____

Other (please specify): _____

Please list Name, Address and Phone Number of any person(s) who will be responsible for payment of any additional fees: _____

Please note:

- **Any use of the church organ, piano, or sound system must be arranged through the appropriate church staff.**
- **The church doors will be open 2 hours before the wedding for the wedding party and 1 hour before the wedding for the arrival of guests.**
- **All Security Deposits and Facility Use Fees must be paid to the church office with this contract.**

We have read the Wedding Procedure Policy for Bardstown United Methodist Church and accept responsibility for its enforcement and for the payment of any fees according to the schedule outlined in the Wedding Procedure Brochure.

Bride's Signature: _____ **Date:** _____

Groom's Signature: _____ **Date:** _____

For office use only:

Date Facility Use Fee Paid (if applicable): _____

Date Security Deposit Paid: _____

Please return this signed contract to the liaison or minister at your appointment to finalize scheduling.

(Revised January, 2015)