

Saint Mark United Methodist Church Wedding Reservation Form

781 Peachtree Street, NE, Atlanta, GA 30308
phone (404) 873-2636 fax (404) 873-2639
cholloway@stmarkumc.org www.stmarkumc.org

Bride's Information

Name _____

Street Address _____

City _____ State _____ Zip _____

Church Affiliation _____

Work phone _____ Home phone _____ Cell phone _____

E-mail address _____

Local Contact person (& phone) if you do not live in the metro Atlanta area _____

Groom's Information

Name _____

Street Address _____

City _____ State _____ Zip _____

Church Affiliation _____

Work phone _____ Home phone _____ Cell phone _____

E-mail address _____

Ceremony Information:

_____ Number of Guests expected _____ Number of Attendants

Visiting Minister* to participate in the service? (Please circle) Yes / No

If yes, Name _____ Phone _____

Church Affiliation _____

_____ Sanctuary OR _____ Chapel

_____ Rehearsal Date* _____ Rehearsal Time*

_____ Wedding Date _____ Wedding Time

Please complete (if known):

Florist _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

(Outside) Wedding Director _____ Phone _____

Reception Site _____ Time _____

Included in the price:

Sanctuary/Chapel for Rehearsal & Wedding**, Dressing Rooms for Bride and Groom,
Saint Mark Minister's fee, Saint Mark Organist's fee, Saint Mark Wedding Directors' fee
\$ _____ ***\$500 Deposit
\$ _____ Sanctuary Wedding (\$2,500), including deposit
\$ _____ Chapel Wedding (\$1,900), including deposit
\$ _____ Wade Hall (For Reception at Saint Mark: \$500 deposit plus \$500 rental charge)
\$ _____ Total Basic Fees
\$ _____ ****Number of vocalists X \$30
\$ _____ ****Number of instrumentalists X \$30
\$ _____ Total Fees Due

PLEASE NOTE - ALL FEES ARE DUE 4 WEEKS PRIOR TO THE WEDDING.

Agreement:

By signing below, I (The Bride and/or Groom) indicate that I have read, understand, and agree to abide by the rules, set forth by the Administrative Council of Saint Mark United Methodist Church, which are contained in the attached information (The Wedding Policy of Saint Mark UMC). I (The Bride and/or Groom) assume full responsibility for any damage to church property. I understand that *all final decisions concerning the wedding worship service will rest with the Saint Mark Wedding Committee.*

Bride _____ Date _____
Signature

Groom _____ Date _____
Signature

For Saint Mark _____ Date _____

*Rehearsals are scheduled the Friday evening before the wedding.

**An additional fee of \$75 may be assessed if the wedding rehearsal must be extended beyond one (1) hour in order to accommodate members of the wedding party who arrive late at the rehearsal. An additional fee of \$250 will be assessed if the wedding ceremony begins over 20 minutes later than the scheduled time.

***If your wedding is cancelled at least 6 weeks before the scheduled date, you will receive one half (\$250.00) of your deposit as a refund. If the wedding is cancelled within 6 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.

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