

St. Andrew's Episcopal Church Wedding Application

Today's Date: _____

Name of Bride/Groom _____

Address: _____

Phone: _____ Email: _____

Name of Bride/Groom: _____

Address: _____

Phone: _____ Email: _____

Contact Person: (if different from above) _____

Address: _____

Phone: _____ Email: _____

Rehearsal Date Requested: _____

Rehearsal Time: Friday evening prior to the wedding date. (For a wedding on a day other than Saturday, please schedule the rehearsal on an individual basis with the Wedding Coordinator.)

4:00 - 5:00 p.m. 5:30 - 6:30 p.m. _____

Comments:

Wedding Date Requested: _____

Ceremony Time: Time block on Saturday. (For a wedding on another day, please talk with the Wedding Coordinator.)

- Morning/early afternoon 4-hour block* ending by 2:30 p.m.
- Evening 4-hour block* ending by 7:30 p.m.

Starting time of ceremony: _____

As you set the time of the ceremony and the time block in the church, consider the time needed for decorating the church, guests arriving, clean up, and picture-taking before and after the ceremony.

Comments:

Please reserve for us: *(Check all that apply)*

- Sanctuary Sunday school classroom (for attendants)
- Sunday school classroom (for attendants)

Equipment needed: *(Check all that apply)*

- Piano Pipe organ Sound System

Name of officiant at ceremony:

Where is the reception being held?

Wedding Contract

We, the wedding couple, have read the St. Andrew's Episcopal Church Wedding Handbook and agree to abide by all policies as stated. If property damage occurs during the rehearsal or ceremony, we agree to forfeit our damage deposit and compensate the church for any costs beyond the deposit. We agree to hold St. Andrew's Episcopal Church harmless of any claims, losses, or damage that result from activities during the rehearsal or ceremony by the undersigned, their guests, and anyone else participating in the wedding.

Bride/Groom's Signature

Date

Bride/Groom's Signature

Date

Please complete this form and send it, with a reservation fee (\$250 for members of St. Andrews; \$500 for all other couples) and a \$125 damage deposit to:

St. Andrew's Church
Attn: Sally Hogan
1833 Regent St.
Madison, WI 53726

Make checks payable to St. Andrew's Church

Where should the damage deposit be mailed after the wedding?

Name: -----

Address: -----