



Wedding Reservation Request
Wesleyan Chapel United Methodist Church

10255 Us Highway 17 North
Wilmington, NC 28411
(910) 686-4041

Today's _____

**Person
Reserving:** _____

☐ Member ☐ Non-Member

Email: _____ Phone: _____

Bride: _____ ☐ Member ☐ Non-Member

Email: _____ Phone: _____

Address: _____

Groom: _____ ☐ Member ☐ Non-Member

Email: _____ Phone: _____

Address: _____

Requested
Wedding Date: _____ Time: _____
Rehearsal
Date: _____ Time: _____

Approximate Ceremony: _____ Reception: _____
of Guests: _____

Access Card
holder: _____

Phone: _____

Officiating Pastor: _____

Phone: _____

Check each that you wish to use:

FACILITY	ROOM FEE	CLEANING	TOTAL
Sanctuary	\$500	\$100	
Chapel	\$50	\$50	
Fellowship Hall	\$250	\$100	
Sanctuary & Fellowship Hall	\$750	\$200	
Chapel & Fellowship Hall	\$300	\$150	
Total Facility Fees			
<i>50% Due at reservation, balance due 30 days before wedding</i>			
Organist		TBD	
✓ Wedding Director		\$300	
Av/Sound Tech		\$50	
Pastor	\$350 (for members) \$500 (others)		
Total Staff Honoraria			
<i>Due 30 days before wedding</i>			

Total deposit due at reservation:
(50% of facility fees)

Balance due 30 days prior to wedding:
(50% facility + 100% honoraria)

*By signing, you agree that you have read, understand, and agree to the Wedding Guidelines.
Return this form with deposit as soon as possible to be placed on our official calendar.*

Signature: _____ **Date:** _____