



1. BRIDE'S INFORMATION:

Name: .....

Address: .....
City State Zip Code

Home phone: ..... Cell phone: ..... Work phone: .....

Email address: ..... Church affiliation: .....

Local contact, name & phone number (if you do not live in Austin area): .....

2. GROOM'S INFORMATION:

Name: .....

Address: .....
City State Zip Code

Home phone: ..... Cell phone: ..... Work phone: .....

Email address: ..... Church affiliation: .....

3. FEES:

Sanctuary - \$1,500 non-members (\$500 deposit); \$400 members (\$200 deposit)

Chapel - \$500 non-members (\$250 deposit); \$75 members (\$75 deposit)
(Deposits go toward the total fee)

Included in the price:

- ◆ Rehearsal (1 hour) and service (4 hour window - set up, service, take down)
◆ Dressing rooms for bride (and bridal party) and groom (and groomsmen)
◆ UUMC wedding co-ordinator
◆ UUMC custodian

4. OPTIONAL ADDITIONAL FEES:

- ◆ Fellowship Hall (for reception at UUMC) \$500 (\$100 deposit)
◆ Organist - \$250 for service only; \$50 for rehearsal, payable to the organist.
If an organist is used, UUMC reserves the right to place an organist of our choosing - a bride can pay a bench fee (\$250) to have a guest organist upon approval of the Director of Music and Worship.
◆ Clergy fee - paid directly to the officiating clergy

5. FEES PAID:

Service total: .....

Deposit: .....

Balance due: ..... by .....

Payment of deposit reserves the wedding date on the UUMC calendar.
The balance is due 10 days prior to the ceremony. Non-payment of the balance may result in cancelation of the use of UUMC.
If your wedding is canceled at least 6 weeks before the scheduled date, you will receive your full deposit as a refund.
If the wedding is canceled within 6 weeks of the scheduled date, your entire deposit is non-refundable.

**WEDDING RESERVATION FORM**  
**University United Methodist Church (UUMC)**

Page 2

**6. CEREMONY INFORMATION:**

Number of guests expected: ..... Number of attendants: .....

UUMC Pastor to officiate wedding: .....

Please circle: Visiting Minister to assist in the service?\* Yes / No      If yes, name: .....

Church affiliation: .....

*\*The participation of a visiting Minister must be approved by UUMC*

Please check: Sanctuary: .....      OR      Chapel: .....

Rehearsal date: .....      Rehearsal time: .....

Wedding date: .....      Wedding time: .....

Please complete if known:

Florist: .....      Phone number: .....

Photographer: .....      Phone number: .....

Videographer: .....      Phone number: .....

Wedding director (outside): .....      Phone number: .....

Reception site: .....      Reception time: .....

**7. AGREEMENT:**

**I/We, the Bride and/or Groom, agree to abide by the rules of The Wedding Policy of UUMC.**

**I/We, the Bride and/or Groom, assume full responsibility for any damage to church property.**

**I/We, the Bride and/or Groom, understand that all final decisions concerning the wedding worship service will rest with UUMC.**

Bride signature: .....      Date: .....

Groom signature: .....      Date: .....

For UUMC: .....      Date: .....

**FOR OFFICE USE ONLY:**

Officiating minister: .....

Organist: .....