

Today's Date: \_\_\_\_\_

Rehearsal: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding: Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Myers Park Presbyterian Church Wedding Reservation Form

Thank you for choosing MPPC for your wedding. We look forward to assisting you in planning this joyous and sacred occasion. Your wedding date and time are not confirmed until this form is submitted to the church office along with your signed Wedding Policy Form and deposit. Once your information is received and approved by a Myers Park Presbyterian Church Pastor, we will email you a confirmation. Please do not finalize any plans until then.

**Bride's Full Name:** \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Bride's Parents' Names:** \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Groom's Full Name:** \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Groom's Parents' Names:** \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Member(s) of MPPC?  Yes  No | If yes, list all of the above who are members and for how long:

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**Use of Facilities**

Rehearsal/Wedding Location:  Sanctuary  Chapel  Prayer Chapel  Other

Reception Location: \_\_\_\_\_  
*(If the reception is held at MPPC, arrangements must be made through the Director of Food Service.)*

Anticipated Number:  Guests  Wedding Party  Flower Girl/Ring Bearer/Other  
*(Per our policy: It is recommended that children be no younger than five years of age.)*

**Pastor(s)**

The Pastors at Myers Park Presbyterian Church are assigned to weddings on a rotating basis. You will be sent a confirmation email once a Pastor has been assigned to your wedding. It is your responsibility to contact them six (6) months prior to your wedding to schedule your pre-marital consultations.

Guest Pastor: If applicable, please list the name and contact information of the guest Pastor whom you would like to assist with your wedding. They will be contacted by MPPC to request their participation.

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Music**

The Director of Worship Arts at MPPC coordinates all music for wedding services. Please DO NOT invite guest soloists or instrumentalists until you have consulted with the Director of Worship Arts.

Please list other music that you might like to include (i.e. soloist, trumpeter, flutist, harpist, etc.):

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Would you like one of the church's Carillonners to play the Carillon for your wedding?  Yes  No  
*(See fee schedule below.)*

**Photography/Videography**

Will you have a photographer?  Yes  No Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will you have a videographer?  Yes  No Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Weddings at MPPC are livestreamed unless requested otherwise. Check here if you would **not** like your wedding livestreamed.  I do not want my wedding livestreamed.

**Wedding Director**

If you have a preference, you may select the Director of your choosing. We will try to accommodate your request.

\_\_\_\_\_ Coco Killian (704-507-1402)

\_\_\_\_\_ Arlene Fenlon (704-726-6682)

\_\_\_\_\_ Ann Ward (704-364-5701)

**Flowers**

Would you like to have your wedding flowers remain in the Sanctuary for Sunday services? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please remove flowers following the ceremony. If yes, the announcement in Sunday's bulletin will read as follows:

*"The flowers in the Sanctuary are given to the glory of God and in honor of the marriage of*

\_\_\_\_\_ & \_\_\_\_\_, *and in loving memory of Mr. and Mrs.*

\_\_\_\_\_, *Mr.* \_\_\_\_\_, *etc."*

Following the Sunday services, flowers will be:

\_\_\_\_\_ Picked up by family members or friends

\_\_\_\_\_ Donated to MPPC's Flower Ministry (*Delivers flowers to shut-ins & retirement communities*)

\_\_\_\_\_ Other (*please specify*) \_\_\_\_\_

**After the Wedding**

Bride's full name AFTER the wedding: \_\_\_\_\_

Couple's address AFTER the wedding: \_\_\_\_\_

\_\_\_\_\_

**Contact(s)**

Primary Contact (*if other than the Bride*): \_\_\_\_\_

Phone: \_\_\_\_\_

Payment to be made by (*name*): \_\_\_\_\_

Phone: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

**Fees**

The base fee for a wedding service for a member is \$1,600.00 (\$2,775.00 for non-members) with a non-refundable deposit of \$200.00 (\$500.00 for non-members). The deposit is required to reserve your wedding date and time on the church calendar. The remaining balance is due at least thirty (30) days in advance of the wedding. Checks are payable to Myers Park Presbyterian Church.

The fee includes the services for the wedding, rehearsal, and consultations provided by the Pastor, Director of Worship Arts, Organist, Wedding Director & assistant, and custodian. If extra rehearsals or consultations are required, there is a charge of \$50.00 for each additional rehearsal or consultation. Fees for soloists, instrumentalists, or a Carillonneur are NOT INCLUDED in the basic fee. *(See below)*

For small weddings consisting of the Bride, Groom, a wedding party of two (2) or less, and less than fifty (50) guests, a-la-carte pricing fees are available. Likewise, for large weddings (>300 guests or large wedding parties), an additional assistant may be needed for a charge of \$100.

**Fee Schedule**

**Member: \$1,600**

**Non-Member: \$2,775**

**Add-on Options:**  
*(check all that apply)*

\_\_\_\_\_ Carillonneur: **\$125**

\_\_\_\_\_ Soloists or Instrumentalists *(fees to be quoted by Director of Worship Arts)*

**Signatures**

**Your signature below indicates that you have read and will abide by MPPC's Wedding Policy.**

Signature of the person making the payment: \_\_\_\_\_

Signature of the MPPC member: \_\_\_\_\_

Signature of the Bride: \_\_\_\_\_

Signature of the Groom: \_\_\_\_\_

FOR OFFICE USE ONLY: Date Received: _____	Officiating Pastor: _____
Deposit Received: _____	Wedding Director: _____