

**St. Peter's United Methodist Church**  
**15599 Mountain Road, Montpelier, VA 23192**  
**804-883-5536**  
[pastorspumc@gmail.com](mailto:pastorspumc@gmail.com) - [stpetersumc@gmail.com](mailto:stpetersumc@gmail.com)

**Wedding Reservation Form**

*Bride's Information:*

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

Church Affiliation\_\_\_\_\_

Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_ Cell Phone\_\_\_\_\_

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

Local Contact with Phone Number\_\_\_\_\_

*Groom's Information:*

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

Church Affiliation\_\_\_\_\_

Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_ Cell Phone\_\_\_\_\_

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

Local Contact with Phone Number\_\_\_\_\_

*Ceremony Information:*

Number of Guests Expected\_\_\_\_\_ Number in Wedding Party\_\_\_\_\_

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

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

*Please Complete, If Known:*

Florist\_\_\_\_\_ Phone Number\_\_\_\_\_

Photographer\_\_\_\_\_ Phone Number\_\_\_\_\_

Wedding Director\_\_\_\_\_ Phone Number\_\_\_\_\_

Reception Site\_\_\_\_\_ Time\_\_\_\_\_

Will the reception be held in St. Peter's Fellowship Hall? Yes\_\_\_\_\_ No\_\_\_\_\_

Fees:

\$\_\_\_\_\_ Minister (\$200.00)  
\$\_\_\_\_\_ Organist for consultation, rehearsal, and wedding, if available (\$200.00)  
\$\_\_\_\_\_ Music Director, if available and needed (\$150.00)  
\$\_\_\_\_\_ Custodian, required for each wedding

Mr. Terrance Bailey, Sr.

Bailey's Janitorial Services, 804-488-2818

\$250.00 (Wedding and Reception)      \$150.00 (Wedding Only)

\$\_\_\_\_\_ Church Facilities for non-members

\$100.00 Sanctuary

\$100.00 Reception

\$100.00 Rehearsal Dinner

Church facilities are available for church members and their children for weddings and receptions without a usage fee.

Additionally, a \$200.00 damage, cleaning, and key deposit will be required. This will be refunded no later than seven (7) days after the wedding provided there has been no damage to church property, additional cleaning expense incurred, and the key returned. Should any damage to church property exceed \$200.00, the wedding couple will be held responsible.

All fees and deposits must be given to the minister or church office administrative assistant two weeks prior to the wedding ceremony. All fees and deposits are refundable in the event the wedding is cancelled. Please make checks payable to St. Peter's United Methodist Church.

Please be aware of the following requirements.

1. All wedding details must be approved by the senior pastor including any counseling, if required by the pastor.
2. Guest ministers are invited and included in the ceremony at the senior pastor's invitation.
3. Photography during the ceremony is allowed only at the discretion of the pastor.
4. Only silk flower petals may be tossed inside the Church. The tossing of rice and confetti is prohibited. Birdseed and bubbles are permitted outside the Church.
5. Alcoholic beverages are NOT permitted on the premises of the Church, parking lot or grounds. The entire Church building is a no-smoking area.
6. Decorations and bows must not be nailed, tacked or hooked to carpets, floors, pews, choir railings, window frames or doors. Pew hooks for bows are available at craft stores. (Aisle runners are discouraged due to trip hazards.)
7. The schedule of activities must allow for all persons to leave the premises by 9:00 p.m. on Friday, and Saturday.

8. Guest organist must have approval by organist or wedding coordinator. Guest organist may be required to arrange an orientation session. Pastor and /or Music Director/organist must approve musical selections for ceremony.
9. Rehearsal is limited to one hour. Church building will be vacated and locked no later than 8:00 p.m. No gowns, clothing or equipment may be left overnight due to security concerns.
10. All members of the wedding party and their guests will stay in sanctuary during rehearsal time. Children will be closely supervised.
11. The Bride and/or Groom are required to sign a Release of Liability form prior to the wedding being scheduled.
12. All use of the buildings and facilities shall be consistent with the United Methodist Church Social Principles, and the United Methodist Book of Discipline.

Agreement:

**By signing below, I (the Bride and/or Groom) indicate that I have read, understand, and agree to abide by the guidelines set forth by the Administrative Council of St. Peter's United Methodist Church, which are given in this document and in the attached Wedding Guidelines of St. Peter's United Methodist Church. 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 minister of St. Peter's United Methodist Church.**

Bride\_\_\_\_\_

Date\_\_\_\_\_

Groom\_\_\_\_\_

Date\_\_\_\_\_

For St. Peter's\_\_\_\_\_

Date\_\_\_\_\_