Saint Mary Catholic Church- **Parishioner** Wedding Reservation Form 5/2017

To reserve your wedding date and time at St. Mary Catholic Church, this form must be completed and returned to the parish office (311 N. New Jersey Street, Indianapolis, IN 46204-2174 with your check (if you are using cash, please come directly to the parish office, The Marian Center, at 311 N. New Jersey St.). **In the event your wedding plans change and you cancel your wedding date, a $150 fee will be assessed from your deposit and the difference will be refunded to you. Upon receipt of this form, St. Mary Parish will return a signed copy to you.**

Bride	**Groom**
Name: _____	_____
Address: _____	_____
City/ Zip: _____	_____
eMail: _____	_____
Telephone Day/Evening: _____	_____
Church/ Parish: _____[1]	_____[1]
Status: ☐ Never been married ☐ Other [2]	Status: ☐ Never been married ☐ Other [2]
Baptism Status: ☐ Baptized ☐ Never been Baptized	Baptism Status: ☐ Baptized ☐ Never been baptized

Wedding Date: _____ Preferred Time: _____

Total number of expected guests: _____

Rehearsal Date: _____ Preferred Time: _____

Priest who will preside at your wedding: _____[3]

Address: _____

Telephone: _____ eMail: _____

Name of Parish and Priest where you will be completing Marriage Preparation if other than St. Mary's: _____[4]

Address: _____

Telephone: _____ eMail: _____

Name of Musician: _____ Phone: _____

eMail: _____

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[1] Please provide record of baptism. For Catholics, this record must be a recent baptism certificate, with notations, issued from parish of baptism. Neither a copy nor your original baptism certificate can be accepted. You must supply a new record, with notations, written from your parish of baptism.

[2] Please provide official copies of: 1. Divorce decree. 2. License from previous bond. 3. Application for marriage from previous bond. 4. Annulment or other Ecclesiastical permissions.

[3] If another priest is presiding over your wedding, we need a letter from saying that he indeed is doing that.

[4] If you are not doing preparation at St. Mary's, we need a letter from the priest who will be doing your preparation to accompany this form stating that he will be doing the preparation, pre-marriage investigation, and obtain proper permissions (if necessary).

Over->

Name of Photographer: _____ Telephone: _____

Name of Videographer: _____ Telephone: _____

Name of Florist: _____ Telephone: _____

We acknowledge the receipt of the Wedding Guidelines of Saint Mary Parish; we have read and fully understand all within them. We understand that it is our responsibility to provide all necessary documents and to disclose information about past marriage bonds. Failure to do this could cause the postponement or cancellation of your wedding.

We have provided photographers, videographers, musician(s), and florist with the information about the church and wedding that they will need. We understand that we have use of the church ***1 1/2 hours before our wedding time and 1/2 hour after our wedding****. We understand that we are responsible for fees and stipends for musicians, and/or ministers. We understand that our wedding and rehearsal will start at the agreed upon time. We understand that under no circumstances can we consume alcohol on church ground, nor before/after the wedding. Nor can we throw birdseeds, rice, etc. after the wedding. We are responsible for basic cleaning up after the wedding (personal items, decorations, etc). We understand that we are responsible for any damages that our guests or we may cause to the church and/or grounds.*

Signed:

Date:

Bride: _____ *Groom:* _____ _____

Saint Mary Parish reserves the use of the Church Building for this wedding.

Signed: _____ ***Date:*** _____

Pastor, Pastoral Administrator, or designee

For Office Use

Fees

Church use fee is $700, Damage fee $200, and Marriage Preparation $50.

Payments: $_____ Date: _____ Received by: _____

$_____ Date: _____ Received by: _____

Marriage Preparation Fee (for FOCCUS/PREPARE inventory, booklet, pamphlets, etc.) is $50
Payment: _____ Date: _____ Rcd. by: _____

Damage Fee: $200 (Refundable if no damage)
$200: $_____ Date: _____ Rcd. by: _____

Deposit fee: Must be paid at time of reservation to hold date. (Non-refundable if cancelled)
$500: $_____ Date: _____ Rcd. by: _____

Saint Mary Catholic Church, 311 N. New Jersey Street, Indianapolis, IN 46204-2174
Telephone: 317-637-3983 Fax: 317-637-0111

file: Fweddinginformation:reservation