

Wedding Reservation Form

St. Paul United Church of Christ
24158 Goddard Road
Taylor, Michigan 48180
Tel: 313-291-1221/ FAX: 313-291-3305



To confirm and hold a reservation of the St. Paul Church sanctuary for your rehearsal and wedding dates complete the information below and return it to the church office within ten days of your initial telephone reservation along with your required facility usage checklist and **\$250 to cover the (\$100) non-refundable rental and (\$150) refundable security deposit.** All remaining fees must be paid in full two weeks prior to your wedding date.

Bride:

Groom:

Name _____ Name _____

Street Address _____ Street Address _____

City _____ Zip _____ City _____ Zip _____

Daytime Phone _____ Daytime Phone _____

E-Mail _____ E-Mail _____

Address After Marriage _____ Zip _____

Birthdate _____ Birthdate _____

Church Affiliation _____ Church Affiliation _____

Wedding Information:

Requested Rehearsal Date _____ Time _____

Requested Wedding Date _____ Time _____

Maid/Matron of Honor – Name _____

Best Man – Name _____

Estimated Number in Wedding Party _____ Total Guests Expected _____

Bride (signature) _____ Date _____

Groom (signature) _____ Date _____

Scheduling Your Wedding

St. Paul United Church of Christ, Taylor

Welcome to St. Paul United Church of Christ! Our church staff looks forward to assisting you with your upcoming wedding service. For comprehensive information about weddings at St. Paul Church, please review the provided Wedding Guide. However, the following information summarizes what you need to know in finalizing all arrangements for your very special day.

Information about the St. Paul Sanctuary and Facilities

- ❖ Our historic church sanctuary has a main floor seating for 238 guests and a balcony that accommodates an additional 50 worshipers.
- ❖ The east and west sides of the sanctuary main floor each have 17 cushioned pews.
- ❖ To preserve the original wood no tape may be used to attach flower, candles, etc to the pew ends.
- ❖ All wedding ceremonies take place before the altar in an intimately-spaced chancel reached by three steps.
- ❖ Our chancel is fitted with a Moller Pipe Organ which accompanies services with sacred, classical, and contemporary music selected by wedding couples in consultation with the church organist.
- ❖ Our church sanctuary is completely air-conditioned for spring, summer, and fall use.
- ❖ The center aisle extends 75 feet—couples are encouraged to order any wedding runner accordingly.
- ❖ Upon request two flanking, free-standing brass candelabra are available for use during wedding ceremonies.
- ❖ Although couples are asked to provide their own Unity Candle for the wedding ceremony, candleholders are available for altar use.
- ❖ Air-conditioned Bridal and Usher rooms are provided for use by bridal parties.
- ❖ A Closed Circuit Monitor System which shows the Sanctuary is provided in the Bridal and Usher rooms.
- ❖ Photographers and videographers are permitted to photograph in the sanctuary. However, to prevent disruption and distraction during the wedding ceremony no flash photography or movement across the sanctuary is allowed once the words of the wedding liturgy have begun. Photographs may be taken both before and after the wedding service. Please consult with the presiding pastor for any further clarification of these rules.
- ❖ To avert hazard to the wedding party, no confetti, flower petals, rice, or bird seed may be strewn inside or outside the church. The outdoor release of balloons is also discouraged because of environmental hazard to birds and other local wildlife.
- ❖ Our church parking lot has more than 150 car spaces with special handicapped parking near the front entrance to the church.
- ❖ Our church has two wheelchair ramps providing direct access to the front and side church entrance.
- ❖ Additional church rooms are available for rehearsal dinners and wedding receptions.
- ❖ In scheduling rehearsals and wedding ceremonies two hours are allotted for each event.
- ❖ Our church sexton, who opens and closes the church for your wedding service, will be able to assist you and your wedding party as needed.
- ❖ Only United Church of Christ pastors or ministers affiliated with St. Paul United Church of Christ may officiate at wedding services in our sanctuary.
- ❖ Eating and drinking is prohibited in the Sanctuary as well as the Usher and Bridal rooms.
- ❖ The use of alcoholic beverages is prohibited on the Church premises.
- ❖ Smoking is prohibited in the Church building.