

# Wedding Ceremony & Reception Reservation Form

If you would like to have your wedding at Canton Lutheran Church, the first thing to do is contact Pastor Tony and check with his schedule. If you're a non-member, Pastor Tony will also need to agree to perform the ceremony. Once you are on Pastor Tony's calendar, the next step is to get on the church calendar by submitting your deposit and this reservation form.



Has Pastor Tony agreed to perform this wedding?  yes  not yet

Groom's Full Name: \_\_\_\_\_ Currently living with fiancé?  yes  no

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Church: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_ Parents still married?  yes  no

Bride's Full Name: \_\_\_\_\_ Taking Groom's Last Name?  yes  no

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Church: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Bride's Parents: \_\_\_\_\_ Parents still married?  yes  no

Requested Wedding Day and Date: \_\_\_\_\_ Place of Ceremony: (Circle) Sanctuary or Chapel  
Time: \_\_\_\_\_ (note: Saturday weddings must start by 4:00 pm or earlier if there is Saturday evening worship)

## Fees: (Check all that apply)

Ceremony-Sanctuary – includes building use, custodial fee & wedding coordinator fee \_\_\_\_\_ \$300

Rental of wedding candelabra (includes oil) \_\_\_\_\_ \$ 10

Ceremony-Chapel – includes building use and custodial fee (no wedding coordinator provided) \_\_\_\_\_ \$ 75

Will reception be held at the church?  yes  no (CLC no longer provides meal preparation for wedding receptions)

Reception in Fellowship Hall – includes building use, reception coordinator and additional custodial fee \_\_\_\_\_ \$175

Reception in Library – includes building use and additional custodial fee \_\_\_\_\_ \$ 50

**Total Building Use Fee:** \$ \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_ Received on: \_\_\_\_\_

Received by: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Balance Due Received on: \_\_\_\_\_

Received by: \_\_\_\_\_

A Ceremony Reservation Deposit of at least half the total fee must be paid in order to reserve the worship space. The remaining balance as well as the organist fee (separate check made out for them) must be paid at least 14 days before the wedding. Any gifts provided for the pastor may be paid at the couple's discretion but should be taken care of before the service begins.

## Reminder of Additional Fees:

\_\_\_\_\_ Clergy Stipend (paid directly to pastor) Suggested gift \$100–200

\_\_\_\_\_ CLC Organist \$150. Please pay on or before rehearsal directly to the organist.

Other fees for musicians and singers should be determined at the couple's discretion.