

CEREMONY CONTRACT & REGISTRATION REQUIREMENTS

Bride's Information: Name: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Cell: _____

Office: _____ Fax: _____

E-mail: _____

Occupation & Duties: _____

How Long: _____ Annual Income: _____ Date of Birth: _____

Employment Company Name: _____

Employment Address: Street: _____

City: _____ State: _____ Zip: _____

Groom's Information: Name: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Cell: _____

Office: _____ Fax: _____

E-mail: _____

Occupation & Duties: _____

How Long: _____ Annual Income: _____ Date of Birth: _____

Employment Company Name: _____

Employment Address: Street: _____

City: _____ State: _____ Zip: _____

CEREMONY SPECIFICS

Date of Ceremony: ____/____/____ Time of Ceremony: _____ AM / PM

Contact Person/Wedding Planner: Name: _____

Business Telephone: _____ Cell: _____ Fax: _____

E-mail: _____

CEREMONY LOCATION & ADDRESS:

Ceremony Location Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Location Telephone: _____ Fax: _____

Location E-Mail: _____

Number Attending Your Ceremony: _____ Ceremony: Indoor ___ Outdoor ___

Location: Church ___ Chapel ___ Military ___ Restaurant ___ Country Club ___

Park ___ Private Home ___ An Estate ___ Other: _____

Who Referred you to us: _____

RECEPTION LOCATION & ADDRESS:

Will there be a Reception following the Ceremony: Yes ___ No ___

Reception Location Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Location Land Line Telephone: _____ Fax: _____

Location E-Mail Address: _____

Do you want the Officiant and Deacon to attend your Reception? Yes ___ No ___

Do you want to have the Officiant say Grace/Blessing before your Reception meal: Yes ___ No ___

TYPES OF CEREMONY PACKAGES:

The following items are needed to open a file and start the registration process with the Abbey. These documents need to be sent to the office ASAP by U.S. mail/e-mail to book and confirm your Ceremony date. This locks-out other couples requesting the same date as your Ceremony. The office operates on a first come, first served basis for couples who have completed all necessary requirements/fees to the Administration Office.

Send By U.S. Mail:

To Attention: Ken Warne

Office of the Administrator, St. Patrick Abbey, P.O. Box 900, Basye, VA 22810-0900

PLEASE CHECK AND INITIAL ALL THAT APPLY:

Try to have a Microphone for use during the Ceremony, if possible, a wireless type.

Package A.) Basic or Military Honors Wedding Ceremony

Ceremonies can be performed inside or outdoors. (12 minutes)

Signature of Groom	Date	Signature of Bride	Date
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Package B.) Standard Wedding Ceremony – Religious, Non Religious, Non-

denominational,

Ceremonies can be performed inside or outdoors.

(10-20 mins.)

Signature of Groom	Date	Signature of Bride	Date
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Package C.) Traditional Wedding Ceremony

Depending on the ceremony requirements, Non-denominational, Religious, Catholic, Episcopal, Lutheran, etc. can be performed. This type of Ceremony maybe longer due to having additional Traditions included in the Couple's Ceremony such as The Matrimony Liturgy, Mass, Communion, music, readings, singing, individual speakers at the Couple's request.

Ceremonies can be celebrated inside or outdoors.

(20-50 mins.)

Signature of Groom	Date	Signature of Bride	Date
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WEDDING CERTIFICATE

OPTIONAL - A beautiful Victorian Wedding Certificate can be provided to the Couple and its 5500 year old history is explained and presented during the Couple's Wedding Ceremony. The Wedding Guests then can sign their name and add their reflections on the back side of the Certificate for the Couple as a wedding keepsake at the reception.

Selection A – 13 x 17 – \$24.95

Selection B – 8 x 10 – \$15.95

Signature of Groom

Date

Signature of Bride

Date

OPTIONAL – CEREMONY REHEARSAL

Rev. Carroll is not normally needed at the rehearsal. Basically the bride walks down the aisle, greets the groom, and stands in place. Rev. Carroll does the rest of the Ceremony. Rev. Carroll maybe officiating at another wedding on the day or evening a rehearsal is requested. He will arrive about 30 to 45 minutes before the wedding ceremony to instruct the wedding party on what to do or just guide the wedding party as the ceremony goes along. If a rehearsal is an absolute must, there is an additional rehearsal fee. Please discuss with the administration office. Rev. Carroll tries to attend all couples receptions, if invited, if he has no other wedding ceremony obligations to officiate at. It is critical due to possible scheduling conflicts in his schedule, that the wedding ceremony and/or rehearsal applicable fees be confirmed and paid for ASAP to the Administration Office to confirm, reserve, and lock-in the date for your Ceremony.

Check if Rev. Carroll is needed at the Rehearsal/Dinner

Do you want to have the Officiant attend the Rehearsal Dinner, (he may have a Sub-Deacon attending): Yes ___ No ___

Signature of Groom

Date

Signature of Bride

Date

Over-night Lodging (if needed due to distance):

Over-night lodging, if needed, is the financial obligation of the couple. Pre-paid over-night lodging at a hotel/motel must be provided for the Officiant and Sub-Deacon, if applicable. What is needed is 1 room /2 beds if Rev. Carroll they are driving over (3) three hours each way to your ceremony and/or rehearsal.

Signature of Groom

Date

Signature of Bride

Date

Print Name

Print Name