

**CEREMONY CONTRACT & REGISTRATION REQUIREMENTS**

**Bride's Information:** Name: \_\_\_\_\_

U.S. Citizen:  yes  no

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Office: \_\_\_\_\_ Fax: \_\_\_\_\_

U.S. Citizen

E-mail: \_\_\_\_\_

Occupation & Duties: \_\_\_\_\_

How Long: \_\_\_\_\_ Annual Income: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employment Company Name: \_\_\_\_\_

Employment Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Groom's Information:** Name: \_\_\_\_\_

U.S. Citizen:  yes  no

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 \_\_\_

Please send/fax/e-mail a colored photo of you both for the file.

VERY IMPORTANT: Try to have a Microphone for use during the Ceremony so everyone can hear your ceremony, if possible, a hand-held type is preferred.

How did you come to hear about our services, please identify:

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## 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.

### PLEASE CHECK AND SIGN ALL THAT APPLY:

**Package A.) Basic or Military Honors Wedding Ceremony**  
Ceremonies can be performed inside or outdoors. (10-15 minutes)

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

**Package B.) Standard Wedding Ceremony – Religious, Non Religious, Non-denominational, Ceremonies can be performed inside or outdoors. (15-40 mins.)**

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

**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 performed inside or outdoors. (20-50 mins.)

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

PLEASE CHECK AND SIGN ALL THAT APPLY:

## OPTIONAL - 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

Check if Rev. Carroll is needed at the Rehearsal

Rev. Carroll is not normally needed at the rehearsal. Basically the bride walks down the isle, 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. **If needed, the Rehearsal fee was discussed and predetermined already. \$\_\_\_\_\_**

Do you want to have the Officiant attend the Rehearsal Dinner, (he may have a Sub-Deacon attending-2 TOTAL): Yes\_\_ No\_\_

Do you want to have the Officiant say Grace/Blessing before your Rehearsal Dinner?  
Yes\_\_ No\_\_

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date



# CONTRACT TERMS & CONDITIONS

All registration documents and fees are due to register, confirm, and lock-in your date with the St. Patrick Wedding Officiants Administration Office ASAP. Otherwise, the Office may book other couple's ceremony requests for the same day and time requested. This is a Contract between you and St. Patrick Wedding Officiants. Once you request, contract, and pay for your ceremony with the Office to provide you an Officiant to perform your ceremony on the date and time requested, we will reserve and lock-in the date and time for you.

NOTIFY THE ADMINISTRATION OFFICE IN WRITING OF A CANCELLATION. FAILURE TO DO SO, FORFEITS ANY REFUND DUE TO YOU.

- Any applicable fees may be refunded except one-hundred dollars (\$100.00) for administration time and costs in preplanning and booking any couples Ceremony by staff in the Administration Office. The Contract cancellation clause may allow a refund if our offices are notified in writing, signed, and dated, ninety (90) calendar days prior of your Ceremony. There are no exceptions.
- Any additional travel or accommodations costs need to be paid and were discussed with the Administration Office ASAP and prior to the Ceremony. The travel fee was discussed and predetermined. Please Note: Fees subject to change according to economic factors, depending on the time you have reserved your ceremony date with us.
- Your signatures on this Contract and all pages attached constitutes your understanding, agreement, and acceptance of all the Terms and Conditions of this Contract. You accept to be bound by the Terms and Conditions of this Contract. You have been advised by our Offices to have this Contract reviewed by your legal counsel prior to you signing it and submitting this Contract to St. Patrick's for acceptance for the services to be provided to you by us for your Ceremony. Any final actions, which may govern this Contract, are at the sole decision of St. Patrick alone.

Fees are subject to change according to economic factors.

With the signatures listed below that, I/we agree to all terms involved:

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Either mail/fax/e-mail all six (6) pages of this agreement along with your photo. Mail the fees payable to "St. Patrick Abbey." Mailing address is listed on the web site at [www.saintpatrickabbey.org](http://www.saintpatrickabbey.org).

**Please send/fax/e-mail a colored photo of you both for the file.**

**VERY IMPORTANT: Try to have a Microphone for use during the Ceremony so everyone can hear your ceremony, if possible, a hand-held type is preferred.**

**With all the requests, we work on a first come, first serve basis. Payment reserves your date and time, so please secure your "Big Day" as soon as possible.**

**Remember, the Officiant is the least expensive part of your whole Ceremony day, but it is the most important part of your "Big Day." You will be happy with our services.**