

NATIONAL AVENUE CHRISTIAN CHURCH
1515 South National Avenue, Springfield, Missouri 65804
417.869.9176

WEDDING RESERVATION FORM

Please send this form with the deposit to our church office upon confirmation of availability of your requested date and time.

DATE OF REHEARSAL_____ TIME_____

DATE OF WEDDING_____ TIME_____ No. of Guests_____

Will you be using a minister from NACC? Yes_____ No_____

If not, please fill out the following information:

Officiating Minister's Name_____ Phone_____

COUPLE'S INFORMATION

Name_____ Name_____

Address_____ Address_____

Primary Phone_____ Primary Phone_____

Email_____ Email_____

WEDDING COORDINATOR (or designated individual)

Name_____

Address_____

Work Phone_____ Cell Phone_____

CEREMONY

No. of Ushers_____ No. in Wedding Party_____ Special Attendants_____

Flower Girl_____ *(Please let us know if you will be using real flower petals; refer to the Wedding Ceremony Guidelines within the information packet.)*

Kneeling Bench_____ Candelabra_____ (Tube candles furnished) Candle Lighters_____

MUSIC

National Avenue Christian Church Organist Yes_____ No_____

Other Musicians_____

If you wish to use our organist to play special music at your wedding, we will provide the information to contact him. The fee for the organist is paid separately and is negotiated directly with the musician.

RECEPTION

Reception to be held at the Gallery at National Avenue Yes_____ No_____

If yes, No. of Guests_____ Seated Dinner: Yes_____ No_____ Other_____

Caterers may use the kitchen for staging only. No food preparation is allowed whether or not you use a caterer. We can only accommodate 125 people for seated dinners.

Initial

Arrangement or setup instructions (please attach a drawn diagram)_____

NOTE: NACC's Gallery is used for art exhibits, and therefore, various pieces of art may be on exhibit at the time of reception. We are not able to remove any of the art or furnishings, so please plan accordingly.

Initial

LOCATION & TIME OF ARRIVAL

Please note the specified allotted time for each ceremony space within the packet/ on the next page. If your party exceeds the allotted time, \$30 for each additional hour will be deducted from your refundable deposit.

Initial

Dressing Rooms Needed: One_____ Two_____ Time of arrival_____

Photographer_____ Phone_____ Time of Pictures_____

Florist_____ Phone_____ Delivery Date/Time_____

Caterer_____ Phone_____ Delivery Time_____

Any requests for changes in locations and arrival times must be made at least two weeks in advance. All requests must be made in writing and delivered to the church office to avoid any conflict in scheduling. We will notify you after checking with our staff regarding the request. Our office hours are 9am-4pm Monday-Friday.

FACILITY & SERVICE FEES

WEDDING & REHEARSAL

Amount Payable

Sanctuary **\$1000.00** 5 hours included for rehearsal & ceremony _____
 Chapel **\$ 350.00** 2 hours included for rehearsal & ceremony _____

MINISTERIAL FEE

NACC Minister **\$ 300.00** 4 counseling sessions & wedding ceremony _____

RECEPTION FEE (GALLERY)

Non-Seated **\$ 550.00** 4 hours included for reception in Gallery _____
 Seated Dinner **\$ 700.00** 4 hours included for reception in Gallery _____

WEDDING COORDINATOR FEE

It is necessary to have a wedding professional or designated individual to assist and coordinate the wedding party during the rehearsal and ceremony. If you do not have someone, the church will add a fee of \$250 to cover personnel to assist you.

Coordinator **\$ 250.00** Rehearsal & ceremony coordination _____

OTHER SPECIAL ARRANGEMENTS (e.g., furnishing glassware, dinnerware, and clean-up at reception)

Please list: _____

NOTE: A fee of \$30.00 per hour will be charged for time in excess of that indicated above and will be taken from the deposit.

_____ Initial

REFUNDABLE DEPOSIT FOR NON-MEMBERS: \$500.00

Deposits must be paid to hold the date on the church calendar. The deposit will be refunded after the wedding, provided no loss or damage to the building and/or furnishings is incurred, and the ceremony and/or reception did not go over the agreed upon time and occupancy and all fees are paid in full.

Any changes in schedule or cancellation must be made sixty (60) days in advance or the deposit will be forfeited. Please make checks payable to National Avenue Christian Church.

TOTAL FEES: \$ _____

DEPOSIT Due at time of form submission Paid Date: _____ \$ _____

REMAINING FEES Due Date: _____ Paid Date: _____ \$ _____

I have read and agree to the rules and guidelines established in this National Avenue Christian Church Non-Member Wedding Brochure.

Signature _____ **Date** _____

Please return to National Avenue Christian Church, 1515 S National Avenue, Springfield, MO 65804

Contact the church with any questions: natlave@sbcglobal.net 417.869.9176