Chapel Wedding Usage Agreement and Reservation Form

Jenny Lind Chapel, Andover, Illinois
jennylindchapel.org

Please print:

Today’s date _______________ Name of applicant ____________________________

Mail address of applicant __________________________________________________________

City ________________________ State _____________ ZIP ________________________

Phone of applicant ______________ e-mail of applicant ___________________________

Full names of wedding couple ______________________________________________________

Date of wedding ____________________ Time of wedding ______________________

Usage start time ____________________ Usage end time ______________________

Rehearsal date and time (if different than the wedding date) __________________________

Estimated wedding attendance ____________

Clergy person officiating: Name ______________________ Phone ______________________

Clergy person officiating: e-mail ________________________________________________

The wedding service must be performed by an ordained Christian clergy person. The fee is $250, with a down payment of $150 required at the time this form is mailed, and the balance of $100 required at least two weeks prior to the wedding. The check(s) should be made payable to “Jenny Lind Chapel” and mailed to Jenny Lind Chapel – Wedding, Augustana Church, P.O. Box 157, Andover, IL 61233.

Disclaimer: All requests must be made in writing on this form. The wedding reservation form must be received at least one month prior to the event. Wedding dates will be reserved on a first come, first serve basis, with Jenny Lind Chapel ministries having priority. The individual initiating the request must be present at the wedding. This individual will also be held financially responsible for any damage to the Chapel and grounds used; or, if left in an unacceptable manner as determined by Jenny Lind Chapel.

Signature of Applicant _________________________________________________________

Note: Please take care of the financial arrangements with your clergy person, musician(s) and vocalist(s). Also, be sure to have your marriage license with you at the rehearsal and/or the ceremony.

______________________________________________________________________________ For office use only ______________________________________________________________________

Date form received __________________________ _____ Approved _____ Disapproved
Reason (if not approved) __________________________________________________________
Date above individual notified ________________ Method of notification __________________

Amount received with form $____________

Date and amount of final payment, if any due __________________________ $___________

Date(s) fee mailed to Chapel treasurer __________________________

Date Chapel custodian notified __________________________

Date and amount billed for damage/cleanup (if necessary) __________________________ $_____