

{For Coordinator's use: \$250 Deposit paid \_\_\_\_\_; \$250 Balance paid \_\_\_\_\_ }

**WEDDING INFORMATION FORM**  
**NOTE: "Return to" information is on reverse side**

**BRIDE'S Name** \_\_\_\_\_

Address \_\_\_\_\_

(City/State/Zip)

Home Phone (with area code) \_\_\_\_\_

Work/Cell Phone (with area code) \_\_\_\_\_

Email Address \_\_\_\_\_

**GROOM'S Name** \_\_\_\_\_

Address \_\_\_\_\_

(City/State Zip)

Home Phone (with area code) \_\_\_\_\_

Work/Cell Phone (with area code) \_\_\_\_\_

Email Address \_\_\_\_\_

***DAY and DATE of Rehearsal*** \_\_\_\_\_ ***Time*** \_\_\_\_\_

***DAY and DATE of Wedding*** \_\_\_\_\_ ***Time*** \_\_\_\_\_

\*\*\*\*\*

Name of CLERGY who will officiate \_\_\_\_\_

Phone number (with area code) of above Clergy \_\_\_\_\_

Name of Church (and denomination) where above Clergy officiates:

\_\_\_\_\_

Address of above Church:

\_\_\_\_\_

(City/State/Zip)

Name and address of person providing a minimum of five hours of pre-marital counseling (if different from clergy listed above):

\_\_\_\_\_

(City/State/Zip)

Phone number (with area code) of above counseling source \_\_\_\_\_

{For Coordinator's use: Minister's credentials received \_\_\_\_\_ Pre-marital counseling confirmed \_\_\_\_\_ }

Approximate number of guests anticipated at the ceremony: \_\_\_\_\_  
(Note: Capacity is approximately 140)

Do you anticipate having Holy Communion (Eucharist) for the Bride & Groom: \_\_\_yes \_\_\_no  
For the congregation: \_\_\_yes \_\_\_no

Do you anticipate using the candelabra belonging to St. Bartholomew's? \_\_\_yes \_\_\_no

Do you anticipate using the "wedding kneeler" belonging to St. Bartholomew? \_\_\_yes \_\_\_no

What arrangements do you plan to make regarding music:

Other comments:

**For our information:** Why did you choose Estes Park/St. Bartholomew's for your wedding site:

\*\*\*\*\*  
The dates for your rehearsal and wedding which have been verbally approved by the Wedding Coordinator will be held for TWO WEEKS. In order to officially reserve your dates, you must, WITHIN TWO WEEKS, return this form to the address listed below with this information as complete as possible **AND your building use DEPOSIT in the amount of \$250** -- in a check made payable to St. Bartholomew's (deposit is refundable less a \$75 administrative fee). Two weeks prior to your wedding date, an additional \$250 will be due to St. Bartholomew's and should be mailed to the address below. The Wedding Assistant fee (\$150) and the Sexton fee (\$100) will be due in two separate checks at your rehearsal. If you prefer, your complete building use fee of \$500 may be paid initially when this form is returned.

**Return check and form to:**  
**Ginger Harris, 2803 Fall River Road, Estes Park, CO 80517**

**DO NOT SEND THIS FORM OR THE CHECK DIRECTLY TO THE CHURCH, please!**

**Note: Form can be emailed to [Gingermom@aol.com](mailto:Gingermom@aol.com) or can be FAXED to 970-586-6088 (include cover sheet addressed to Ginger Harris) and check may follow separately by mail.**

**\*\*\*\*SIGNATURES REQUIRED:**

We have read all information provided by St. Bartholomew's Episcopal Church concerning our wedding ceremony and agree to abide by their requirements. We agree to supply a valid Colorado marriage license to the minister who performs our ceremony.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

**PLEASE NOTE:** To make any changes to any of the above information, please contact the Wedding Coordinator, Ginger Harris, 970-227-0806/[Gingermom@aol.com](mailto:Gingermom@aol.com) IMMEDIATELY. **DO NOT make changes in your stated rehearsal or wedding times without advance permission.**