



St. Mary's Catholic Church

1205 Old Mill Rd., Blacksburg, VA 24060
Office: (540) 552-1092 ~ Fax: (540) 953-2962
officestaff@stmaryblacksburg.org

WEDDING REQUEST FORM FOR WEDDINGS AT ST. MARY'S CHURCH OR VIRGINIA TECH WAR MEMORIAL CHAPEL

Please complete in print or type and return this form to the church office via mail, email or fax.

Today's Date: _____

Name of Groom: _____

Groom's Mailing Address: _____

Groom's E-mail Address: _____

Groom's Phone (H): _____ **(W):** _____ **(C):** _____

Age of Groom: _____ **Groom's Religion:** _____

If Catholic, are you a registered member of St. Mary's? YES NO

If yes, for how long? _____

If no, are you a member of another parish? YES NO

If yes, please provide name of parish: _____

Previous marriage? YES NO *If yes, check all that apply:* Civil Catholic

Name of Bride _____

Bride's Mailing Address: _____

Bride's E-mail Address: _____

Bride's Phone (H): _____ **(W):** _____ **(C):** _____

Age of Bride: _____ **Bride's Religion:** _____

If Catholic, are you a registered member of St. Mary's? YES NO

If yes, for how long? _____

If no, are you a member of another parish? YES NO

If yes, please provide name of parish: _____

Previous marriage? YES NO *If yes, check all that apply:* Civil Catholic

Location:

- St. Mary's Worship Area Virginia Tech War Memorial Chapel (WMCVT)

To reserve the Chapel you **must call 540-230-6240.*

Type of Ceremony (please check all that apply):

- Marriage Celebration (No Mass) or Marriage Celebration with Mass (Priest required)
 Ecumenical or interfaith wedding

Do you wish to arrange clergy from another church or faith to participate?

- Yes (*see co-celebrant below*) No

Preferred Wedding Ceremony Date and Time: Please indicate your top three choices *unless you have confirmed a date with WMCVT*. Requests other than Saturday at 11am or 2pm must be reviewed by the Pastor.

1st Choice _____ 11am 2pm *other:* _____ am/pm

2nd Choice _____ 11am 2pm *other:* _____ am/pm

3rd Choice _____ 11am 2pm *other:* _____ am/pm

Preferred Wedding Rehearsal Date and Time:

Wedding rehearsals will be scheduled to take place at 5pm or 7pm the day before the ceremony.

- 5pm 7pm other special request: _____, _____ am/pm

Officiant:

Do you request a priest/deacon from Saint Mary's Parish officiate your wedding? Yes No

If yes, please indicate if you have a preference:

- Rev. John Asare, Pastor
 Rev. Mr. Richard Furman, Deacon
 Rev. Dr. Mike Ellerbrock, Deacon

If no - or if co-celebrants - please give the name of the priest/deacon agreeing to officiate:

Name of Priest/Deacon: _____

Clergy phone#: _____

Clergy Email Address: _____

Clergy Parish/ Mailing Address: _____

Have you already contacted the priest/deacon to confirm his availability for your preferred dates?

- Yes No *If no, please contact him currently to request he officiate your wedding.*

Preparation Rooms:

For ceremonies held at St. Mary’s an optional \$50 rental fee allows access for the use of rooms to prepare (dressing, receiving family and close friends, and wedding photography) 1 hour prior to your ceremony start. We recommend the Library for groom’s party and the Haiti Conference Room for bride’s party. Light refreshments and beverages are allowed in these rooms for your wedding party, no alcohol is permitted. Preparation rooms must be cleaned and vacated by 12:45pm following an 11am ceremony, and, by 4pm following a 2pm ceremony.

Please check all that apply:

We do not wish to reserve preparation rooms

Please Reserve: (*\$50 rental is due with this form*)

Haiti Conference room Library

Deposit & Security Fee: \$250 (required by everyone) – this fee will be refunded after the wedding as long as nothing is damaged.

Please check here if you would like to use your deposit as a donation to St. Mary’s Church instead of having it returned.

Stipend for St. Mary’s: \$250 - \$500 – this is a suggested donation to help cover the costs of personnel, electricity, cleaning and wear.

Stipend for Clergy: The Roman Catholic Church does not charge to celebrate a sacrament. However, clergy are allowed to receive a stipend for their time and a suggested fee can range from \$100-\$300.

Thank you for your cooperation in completing this form. We will contact as soon as your application has been reviewed.

<u>For Office use</u>	
Form received (date):	_____
Fee paid: date _____	amount _____
Priest/Deacon confirmed:	_____
Date: _____	confirmation by: _____ via
<input type="checkbox"/> email _____	<input type="checkbox"/> letter _____ <input type="checkbox"/> phone _____ <i>see additional notes on reserve....</i>
