

3041 Sandpiper Road
Virginia Beach, VA 23456

Phone: (757) 721-3105
Fax: 757-721-5198

Email: office@secumc.org



Sandbridge Community Chapel

Pastor Clyde DeLoach
Email: pastorc@secumc.org



WEDDING APPLICATION

Ceremony:

Date: _____ Time: _____ Initialed Approval by SCC _____

Rehearsal:

Date: _____ Time: _____ Initialed Approval by SCC _____

Use of: (circle 1 or both) Chapel Community Center

Bride

Name: _____ Phone: _____

Member of SCC? (Circle) Yes No

Email: _____

Mailing Address: _____

Parents' Names: _____

Parents' Address: _____

Member of SCC? (Circle) Yes No Membership date: / /

Groom

Name: _____ Phone: _____

Member of SCC? (Circle) Yes No Membership date: / /

Email: _____

Mailing Address: _____

Parent's Names: _____

Parents' Address: _____

Couple's mailing address after wedding:

Photographer: (name, address, phone & email) _____

Videographer: (name, address, phone & email) _____

Florist :(name, address, phone & email) _____

SCC use only:

SCC Minister: _____

SCC Music Director: _____

SCC Wedding Assistant: _____

I have read and understand the *SCC Wedding Guidelines* and agree to abide by the standards therein. I understand upon our receipt of the application and save the date deposit, I will then follow all SCC rules and regulations and pay: remaining balance, Pastor, Wedding Assistant, & Music Director, 2 weeks prior to the wedding date.

Please include a deposit of \$200 with this application to secure your wedding date.

Deposit amount: \$ _____ Date: _____

TOTAL FEES DUE \$ _____ Date: _____ (2 weeks prior to wedding)

Pastor, Wedding Assistant, & Music Director Fees due by:

Date: _____ (2 weeks prior to wedding)

Bride Signature: _____ Date: _____

Groom Signature: _____ Date: _____

SCC signature: _____ Date: _____

The Non-Refundable Save the Date fee is retained by the church for reserving the date of your wedding. This fee will be added to the total balance due for your wedding. Your wedding is not considered a firm booking until we have received and accepted your Non-Refundable Save the Date fee. You will be advised of acceptance of your wedding booking by contact from the Office Secretary.

For purposes of weddings, Active Members are defined as persons who have financially supported the church for at least 1 year prior to the booking of their wedding.

Please note: the balance of all fees are due in to the church office two weeks prior to your rehearsal date. Your confirmation letter will advise you of these fees and the date they are due.

The SCC Wedding Assistant, SCC Custodian, SCC Pastor and SCC Music Director are mandatory and are to be paid, by you, individually. We will give you that information upon receiving your booking fee.

- Sandbridge Community Chapel757-721-3105
- Music Director..... 757-721-0707
- Wedding Assistant.....757-641-3421
- Country Flowers.....757-427-7500

SANDBRIDGE COMMUNITY CHAPEL
United Methodist Church
3041 Sandpiper Road
Virginia Beach, Virginia 23456
(757)721-3105 Fax: (757)721-5198
E-mail: office@sccumc.org

FACILITY USE AGREEMENT

Organization or Individual _____

Date(s) of Use _____

Times: From: _____ To: _____

Area(s) to be reserved (check all that apply):

_____ Sanctuary _____ Choir Room
_____ Fellowship Hall (without kitchen) _____ Other Rooms in bldg.
_____ Fellowship Hall (with kitchen) _____ Parking Lot
_____ Other – specify _____

Reason/Purpose of the use: _____

Number of expected attendance: _____

Contact person: _____

Phone: _____

Address: _____

Equipment needed (check all that apply):

_____ Table (#) _____ Piano/Organ
_____ Chairs(#) _____ Other – specify
_____ Kitchen equipment _____ Other – specify

I have received, read, understand and will abide by the Rules for Use of Sandbridge Community Chapel as related to this request. The signing of this agreement with Sandbridge Community Chapel releases the church from a liability with regard to injury; in addition, the signing party agrees to be responsible for all damages incurred to the property of the church during the time of use.

Signed: _____ Date: _____

Address: _____

Phone: _____

FOR OFFICE USE ONLY

Approved: _____ Date: _____

Title: _____

NO ALCOHOL ALLOWED ON PREMISES!