

# CHARLESTON WEDDING CHAPEL

Fax 1-866-625-1930

By completing this registration form and paying my deposit, I acknowledge that I have read, understand and will comply with all the regulations concerning the Charleston Chapel, and if I exceed the number of guests that I have specified by the service I have chosen, I understand that I will automatically be elevated to the next level of service and that I will be required to pay according to the price schedule of the next level.

**Date of Service:**

**Time of Wedding/Service:** \_\_\_\_\_  
\_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm

**Name of Bride:**

**Name of Groom:**

**Street Address:**

**Street Address:**

**City:**

**City:**

**State/ Zip:**

**State/ Zip:**

**Cell Phone:**

**Cell Phone:**

**Work/Home Phone:**

**Work/Home Phone:**

**Email Address:**

**Email Address:**

**How did you hear about us?** \_\_\_\_\_

**Service Desired: (check one)**

- |  |  |
|--|--|
| _____ 1. Just The Two of Us \$395.00                             | _____ 2. An Intimate Occasion \$550.00 |
| _____ 3. Precious Memories \$750.00                              | _____ 4. Charleston Charm \$895.00     |
| _____ 5. Magnolia \$1149.00                                      | _____ 6. Simply Elegant \$1575.00      |
| _____ 7. Charleston Elegance \$1750.00                           | _____ 8. Carolina Grand \$2495.00      |
| _____ 9. Customized Wedding \$ _____                             |  |
| _____ 10. Chapel Rental Only ~ \$995.00 (not to exceed 1 hour) * |  |
| _____ 11. Chapel Rental Only ~ \$1450.00 (not to exceed 2 hour)  |  |

**Optional Services** (fees to be added to package price)

Photography: \$ \_\_\_\_\_ Videography: \$ \_\_\_\_\_

Tuxedos(\$79.95) \$ \_\_\_\_\_ Bubbles: (\$1.00ea)\$ \_\_\_\_\_  
 Copyright of Pictures(\$200.00) \$ \_\_\_\_\_ Sand Ceremony(\$29.95) \$ \_\_\_\_\_  
 Fresh Flowers (see flower form for description and cost) \$ \_\_\_\_\_  
 Horse & Carriage (\$375.00): \_\_\_\_\_ Pick up \_\_\_\_\_ Drop off \_\_\_\_\_  
 Limo Service \$ \_\_\_\_\_ P/U \_\_\_\_\_ DROP OFF \_\_\_\_\_  
 Time and location of Limo pickup: \_\_\_\_\_  
 Preserve Your Wedding Gown (\$149.00): \$ \_\_\_\_\_  
 White Dove Release (\$150.00): \$ \_\_\_\_\_  
 Butterfly Release (\$130.00dz): \$ \_\_\_\_\_  
 Unity Candle(\$39.00) \$ \_\_\_\_\_ Guest Book:(\$14.95) \$ \_\_\_\_\_  
 DJ Service \_\_\_\_\_ Photography \_\_\_\_\_

Service Cost: \$ \_\_\_\_\_ Other Services \$ \_\_\_\_\_ Other Items: \$ \_\_\_\_\_

Sub Total: \$ \_\_\_\_\_

Sales Tax: (7.5%) \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_ Deposit (50%) Paid: \$ \_\_\_\_\_

**CREDIT CARD INFORMATION:**

NAME ON CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXP DATE: \_\_\_\_\_ SECURITY CODE \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

The deposit is required at the time of reservation. This is non-refundable if the reservation is canceled for any reason. Account balance is due no later than seven (7) days prior to your event. Your balance and additional payment owed is subject to change according to non-compliance with the number of guests in attendance, changes, or additional services or items purchased. Account must be paid by cash, money order, Master Card, Visa or Traveler's Checks. Personal checks must arrive fourteen (14) days in advance of the service. This completed form, the completed rules and regulations forms, and the deposit must be received within seven (7) days or the reservation is canceled. NO RICE, BIRDSEED, CONFETTI, ROSE PETALS OR GLITTER MAY BE BROUGHT INTO OR USED AT THE CHAPEL BUBBLES ACCEPTABLE OUTSIDE THE CHAPEL. PLEASE MAKE SURE THAT YOUR GUEST HAVE PROPER DIRECTIONS TO THE CHAPEL AS WE MAY NOT BE AVAILABLE TO TAKE CALLS DUE TO WEDDINGS MAY BE IN PROGRESS AT THE TIME OF ANY CALLS.

I have read and understand and agree to abide by all rules and regulations specified. I understand that the deposit is non-refundable if the reservation is canceled for any reason.

Signature and Date \_\_\_\_\_

**CHAPEL RULES & REGULATIONS**

1. Be advised that if you are late for your wedding, the chapel has the right to cancel your wedding with no return of funds paid. It is unfair to allow one late couple to interfere with the time allotted for the next wedding. Therefore, it is imperative that you be on time. If you are late or go over your scheduled time, we reserve the right to charge you for the time that you have used.

**INITIALS**\_\_\_\_\_

**2.** The Bridal party may arrive fifteen minutes prior to the service. If you should arrive earlier, you may not have access to the chapel as there may be another wedding party present. Fifteen minutes is ample time for the bride to dress and for the director to explain what everyone has to do. Please advise all of your wedding guests that they should not arrive any earlier than 15 minutes before the ceremony start time.

**3.** Flowers: the chapel florists are available to accommodate your needs. See the back of the reservation form. No outside floral deliveries will be accepted at the chapel as it might interfere with an on-going wedding. If you bring flowers, clearly label all the recipients. All boxes, etc. must be removed at the end of the service.

**4.** If a bride intends to dress at the chapel, we require that she arrive with her make-up and hair already done. Each bride may choose one person to help her dress. The groom, groomsmen and bridal attendants must come attired in their wedding clothes.

**5.** Photography: If you choose to use an outside photographer, we will honor your choice, and our photographer will not take pictures in order to expedite the process. If you choose a package and hire an outside photographer there will be a penalty of \$175.00. However, you must inform your photographer that he or she must finish all shots before the expiration of the amount of time for which the chapel is rented.

**INITIALS**\_\_\_\_\_

**NO CAMERAS OR VIDEO CAMERA ARE ALLOWED INSIDE THE CHAPEL UNLESS YOU OPT OUT FROM USING THE CHAPELS PROFESSIONAL PHOTOGRAPHER..**

The quality of the video will depend upon the time of day your wedding takes place and the weather. If the sun is extremely bright, the video might appear slightly darker. We have chosen not to use high intensity lights due to the heat they generate, and we have chosen not to block the sunlight from our windows. The microphone has difficulty picking up soft voices, and due to the emotional overtones of a wedding, many brides and grooms speak softly. Although we keep our equipment in prime condition, from time to time there could be a mechanical failure or faulty tape for which we are not responsible.

Initials:

**6.** All our ministers are ordained non-denominational unless otherwise specifically requested. They request that all behavior be in keeping with that which is reserved for religious ceremonies.

**7.** Photographs and Video taken by The Charleston Chapel for Weddings are the property of The Charleston Chapel for Weddings and/or any professional hired to record the event. I understand that The Charleston Chapel for Weddings own the copyrights to the photographs and they may not be reproduced without written permission from The Charleston Chapel for Weddings. By reading this paragraph and signing this form, I agree and understand that my photographs, video, or likeness may be used in the promotion, marketing, and on the internet without my or my wedding guests' and wedding party's express written permission. However, I may purchase the copyrights from The Charleston Chapel for Weddings for \$250 after my wedding or \$200 when booking my event and all my pictures will be sent to me as original files on DVD for printing and any other such use as I wish.

**INITIALS**\_\_\_\_\_

I have read and understood all of the aforementioned rules and regulations and agree to make my wedding party and guests aware of the same rules and regulations. Furthermore, we agree to abide by the above-mentioned rules and regulations. By signing this document I acknowledge that I have read the rules, regulations and registration pages and I agree to abide by all of the same.

SIGNATURE(S): BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_

**CUSTOMIZED LIST OF ITEMS**

We let you choose what you want on your special day. Simply check the items that you would like to add and let us calculate your total and appropriate taxes. Make sure to fax or email us this form once you have selected all the items that you would like for your wedding. We make it simple to make your dream wedding come true!

**Rental of the Chapel** To view additional pictures of the Chapel, please select the link: "Photos of the Chapel". Please note that we reserve the right to charge additional fees for rental of the Chapel if the wedding goes over the requested amount of time. To ensure that your special day runs smoothly, the director is required to be present from the time that your wedding begins until every guest has left the premises. The cost of our director is included in the price of the rental.

\*Rehearsal times may be arranged if time is available. \$200 REHEARSAL FEE (1 HOUR)

**Minister:** In order for your experience to be of the highest quality, we provide a non-denominational minister (notary, minister, and/or chaplain) who can also perform ceremonies as a notary public. You may choose to bring your own minister or notary but all Chapel rules and time limits apply. Our minister will arrive at the time that the party is scheduled to arrive at the Chapel and must be available for at least 15 minutes after the ceremony ends. If you are unsure of the time required for the minister, please consult the director prior to sending in this document.

MINISTERS REHEARSAL FEE: \$200 (NOT TO EXCEED 1 HOUR)

**Photography:** All photographs at the Chapel are taken by the staff photographer. Our staff photographer is an experienced professional photographer who enjoys shooting our wonderful brides and grooms. Our photographer will capture all of the beautiful moments of your ceremony. All photographs are uploaded to our website's storefront within 7-10 days of your event and you will have the freedom to order whatever sizes and quantity of your photos that are processed in a professional lab and shipped right to your address. The website is accessible by the link on our homepage and you can share the website with your friends and family so they can order copies right from the website. Please note all photographs are copyrighted and cannot be reproduced without the express written consent of the photographer and the Charleston Chapel for Weddings. If you need a photographer to capture your reception or dinner after the ceremony, please ask our director and our staff wedding planner will contact you and help you make all the perfect wedding weekend and reception arrangements or just complete the following: I need the following coverage for reception and off premises coverage.

\_\_\_\_\_ up to 1 hours \$200.00 - (ONLY IF ADDED TO A PACKAGE ABOVE)

\_\_\_\_\_ up to 2 hours \$495.00 - (copyright included)

\_\_\_\_\_ up to 4 hours \$795.00 - (copyright included)

Indicate Location: \_\_\_\_\_

**Videography:** We have a professional videographer available to record all of your precious memories. We can provide one camera with one videographer and the tape can be edited or unedited versions of your special day. The videographer can also be hired to record your dinner or reception. Ask us about details.

\_\_\_\_\_ UN-EDITED VIDEO OF CEREMONY - \$125.00

**Unity Candle Ceremony:** After the vows are said during the ceremony, we would like to offer you the chance for a very intimate and special ceremony that involved the unity candle lighting. It indicates that two individuals now have become one. It just further personalizes the ceremony and adds a special touch. The candle is yours to keep! A great gift to remember your wedding day vows to each other.

\_\_\_\_\_ \$39.00

**Bubbles:** Bubbles whirling around as you run to enter the carriage create a magical experience for you. If you order these in time, these can be personalized. We will have them ready for you and available for your guests in a basket in the back of the Chapel as they process out. You can choose from the following:

\_\_\_\_\_ "Bubbles in Bloom" \$1.00 per bottle

**Dove & Butterfly Releases:** Bring a "Magical Moment" to your special occasion with our White Dove Release and/or our Butterfly releases. This is sure to bring you memories of a lifetime and keep your family and friends talking about for years to come.

\_\_\_\_\_ "Dove Release" 2 Birds & Cage - \$150.00

\_\_\_\_\_ "Butterfly Release" - \$150.00 (dz/ includes shipping) / additional per dz - \$95.00

**Guest Books:** The Chapel will make sure you know who shared your special day by providing you with a guest book that is placed outside the doors of the Chapel so you know who shared your special day with you!

\_\_\_\_\_ Traditional white guest book \$14.95

**Wedding Gown Preservation:** Combining the experience of three generations and today's latest technologies, we professionally and thoroughly clean each wedding gown. Our proven methods ensure that stains - both visible and invisible - are removed. Then, each dress is steamed and placed in an acid-free Preservation Chest with a full display window.

\_\_\_\_\_ Gown Preservation \$129.00

**LIMOUSINE SERVICE:** Treat yourself! That's right, arrive in style with a limousine or depart in style! Using a Limo, allows you not to have to worry about the weather! Just choose an option below and assure that your guest will be impressed with your style of transportation.

\_\_\_\_\_ Pick up and drop off at chapel \$150.00      \_\_\_\_\_ Pick up at Chapel and drop off at location \$150.00  
(Gratuity not included)

**PICKUP LOCATION** \_\_\_\_\_ **DROP OFF LOCATION** \_\_\_\_\_

**DJ SERVICE:** Make your reception/party a night to remember! Schedule your DJ with us and save!

3-4 hours (\$595.00) \_\_\_\_\_ 5-6 hours (\$795.00) \_\_\_\_\_

Location of Reception \_\_\_\_\_

**GREAT DEAL!!! TUXEDOS:** Order your tuxedos through the chapel and get a BIG savings! Choose from our in-stock line of classic tuxedos and receive them for just \$79.00 each. You are able to enter your measurements online and we will be happy to deliver and pickup the tuxes for you. (some restrictions apply.)

\_\_\_\_\_ Tuxedos \_\_\_\_\_ @ \$79.00 = \_\_\_\_\_

## FLORIST - ORDER FORM:

Please circle the items you'd like to order and indicate the quantity desired. If no color is specified, white or ivory will be used.

### **BRIDAL BOUQUETS:**

Large Hand-tied Bouquets in choice of roses or mix seasonal flowers with complementing greens.  
Tuxedo Wrapped in double faced satin ribbon to coordinate with color theme.

Brides - \_\_\_\_\_ @ \$90 = \_\_\_\_\_

Maids - \_\_\_\_\_ @ \$75 = \_\_\_\_\_

**COLOR:** \_\_\_\_\_ **QUANTITY** \_\_\_\_\_ **RIBBON COLOR** \_\_\_\_\_

### **PREMIUM BOUQUETS:**

Premium Bouquets- Large hand-tied bouquets of premium wedding florals that may include callas, orchids or other high end options.

Brides - \_\_\_\_\_ @ \$135 = \_\_\_\_\_

Maids - \_\_\_\_\_ @ \$90 = \_\_\_\_\_

**COLOR:** \_\_\_\_\_ **QUANTITY** \_\_\_\_\_ **RIBBON COLOR** \_\_\_\_\_

### **CORSAGES & BOUTONNIERES:**

Boutonnieres- Pin-on rose or seasonal bloom embellished & wrapped to coordinate with bouquets.

Boutonnieres - \_\_\_\_\_ @ \$11 = \_\_\_\_\_

Corsages - \_\_\_\_\_ @ \$12.50 = \_\_\_\_\_

**COLOR:** \_\_\_\_\_ **QUANTITY** \_\_\_\_\_ **RIBBON COLOR** \_\_\_\_\_

### **RECEPTION FLOWERS:**

**CAKE TOPPER:** *Roses or mixed flowers to match Bridal Party Flowers:* \$35.00

**CENTERPIECES:** - *Prices and suggestions available upon request.*

**WEDDING DATE:** \_\_\_\_\_ **TIME OF WEDDING:** \_\_\_\_\_ **BRIDES NAME:** \_\_\_\_\_

**CHARLESTON WEDDING CHAPEL 221 ASHLEY AVENUE, CHARLESTON, SC (843) 763-3296**

**RECEIVED:** \_\_\_\_\_ **FAXED:** \_\_\_\_\_ **CONFIRMED:** \_\_\_\_\_ **COMMENT:** \_\_\_\_\_