Elberon Memorial Church

**Instruction on how to complete the forms to schedule your Wedding**

How do I schedule My Wedding at historic Elberon Memorial Church?

1.      Check the Church Calendar under the Wedding tab to see if your desired date is available.

2.      Read through the Wedding Guidelines document carefully noting specific conditions for your wedding.

3.      Complete the Wedding Reservation Form; Send it along with your deposit to the address provided on the form.  You must sign the attestation at the bottom of the form for your request to be processed.

4.      You will receive confirmation that your wedding date and time have been accepted and added to the Wedding Calendar.

5.      Payments for the Organist and the Church Sexton are due once the date has been confirmed.

6.      Please contact the Sexton and the Organist directly for their participation.  (Contact numbers for the Organist and the Sexton are provided in the Wedding Guidelines.)

7.      Note:  To ensure you have a perfect day, for weddings where more than 50 guests are expected, there may be an additional charge to provide support during the wedding.  You will be notified if this charge applies once the date has been confirmed.

Elberon Memorial Church

Moses Taylor Memorial

Elberonmemorialchurch.com

Wedding Reservation and Registration Form

Today’s Date Requested Wedding Reservation Date

Wedding Day of the Week Time am/ pm (circle one)

Bride’s Full Name: Email:

Full Address:

Telephone Contact Home: Work: Cell:

Groom’s Full Name: Email:

Full Address:

Telephone Contact Home: Work: Cell:

Name, Address, and Phone Number of the Clergyperson you expect to perform the wedding:

Wedding Rehearsal Date: Are you using a Wedding Planner? Y/N

If yes, please provide the name and phone number of the Planner:

Number of guests (approximately) expected to attend your wedding:

**Note**: If the number of attending guests exceeds 50, there *may* be an additional charge of $150 so that we can provide the highest level of personalized service and attention on your special day.

To begin the process of reserving the church, please return this form and a check in the amount of $800 (non-refundable) made payable to Elberon Memorial Church. Please note that there are additional charges for the Organist ($400) and the Church Sexton ($300) payable when your date is confirmed.

Elberon Memorial Church

c/o Robert D. Broege, Esq.

Attention: Wedding Reservations

160 White Rd., Ste 204

P.O. Box 248

Little Silver, NJ 07739-1167

Please be sure to **provide a date and time for the wedding** in the spaces provided above. We cannot process your request without that information. Once the date/time of your wedding has been confirmed, **it cannot be changed without prior approval**.

For further information, please contact: Sharon Lees 732 687-8430

I have read and understand the wedding guidelines for weddings at Elberon Memorial Church.

Signature Date: