

Wedding Information

Since church records will be made from this information, please use full names only, not initials.

Couple Information

Full Name _____

Address _____

Cell Phone _____

Work Phone _____

Email _____

Age _____

Date of Birth _____

Place of Birth _____

Baptized yes no

If yes, what denomination? _____

Confirmed? yes no

If yes, what denomination? _____

Church Membership (current)

First marriage? yes no

Divorced? yes no

Widower? yes no

**If divorced, see Remarriage Petition*

Parent Information

Parent's Full Name

Parent's Address

Parent's Phone _____

Parent's Full Name

Parent's Address

Parent's Phone _____

Couple Information

Full Name _____

Address _____

Cell Phone _____

Work Phone _____

Email _____

Age _____

Date of Birth _____

Place of Birth _____

Baptized yes no

If yes, what denomination? _____

Confirmed? yes no

If yes, what denomination? _____

Church Membership (current)

First marriage? yes no

Divorced? yes no

Widower? yes no

**If divorced, see Remarriage Petition*

Parent Information

Parent's Full Name

Parent's Address

Parent's Phone _____

Parent's Full Name

Parent's Address

Parent's Phone _____

Remarriage Petition Information

Since church records will be made from this information, *please use full names only; do not use initials.*

Return the completed form to: Palmer Memorial Episcopal Church • 6221 Main Street • Houston, Texas 77030

Member of the Couple

Name(s) of former spouse(s) :

Date of final divorce decree(s) :

For a second marriage, a waiting period of one year from the date of the final decree normally is required. If a lengthy separation (beyond two years) has occurred, a six-month waiting period may be granted.

NOTE: If clergy has seen a copy of the divorce decree(s) , it is not necessary to include a copy of the decree with this petition. In the event of a third marriage by either party, the parties to the proposed marriage must consult with a licensed marriage therapist as to their readiness for marriage. The therapist's written opinion must be conveyed to the petitioning priest and included with the petition to the Bishop.

Insofar as fourth marriages by either party are concerned, no petitions will be considered—except under very unusual circumstances.

If any of the children of the divorced spouse(s) are minors, state the court-ordered financial arrangements for their support and whether all such payments are current.

Member of the Couple

Name(s) of former spouse(s) :

Date of final divorce decree(s) :

For a second marriage, a waiting period of one year from the date of the final decree is normally required. If a lengthy separation (in excess of 2 years) has occurred, a 6-month waiting period may be granted.

NOTE: If clergy has seen a copy of the divorce decree(s) , it is not necessary to include a copy of the decree with this petition. In the event of a third marriage by either party, the parties to the proposed marriage must consult with a licensed marriage therapist as to their readiness for marriage. The written opinion of the therapist must be conveyed to the petitioning priest and included with the petition to the Bishop.

Insofar as fourth marriages by either party are concerned, no petitions will be considered except under very unusual circumstances.

If any of the children of the divorced spouse(s) are minors, state the court-ordered financial arrangements for their support and whether or not all payments are current.

Pricing Information

Wedding Services

Couple's Name

Wedding Date

| Item Description | Quantity | Price Per |
|---|----------|------------|
| Basic Services for the Nave (1) | | \$1,500.00 |
| Basic Services for St. Bede's Chapel (1) | | \$750.00 |
| OPTIONAL SERVICES | | |
| Parish Hall Rental for Reception (2) | | \$1,600.00 |
| Patio Rental for Reception (2) | | \$850.00 |
| Bells | | \$150.00 |
| Wedding Leaflets | | \$1.00 |
| Security Officer Overtime Fees | | \$25/hour |
| City of Houston Street Parking Permit (3) | | \$60 |
| Off-Duty HPD Officer required by COH for Permit (3) | | \$40/hour |
| Custodial Overtime Fees | | \$100/each |
| Kitchen Use (4) | | \$1000.00 |
| AV Tech for Reception Set-up (5) | | \$50.00 |

| | | |
|--|--|--------------|
| Less Deposit Paid | | |
| | | Subtotal |
| | | Tax - 0% |
| Fees due at or before rehearsal. Please remit to wedding coordinator. | | TOTAL |

| Item Description | Quantity | Price Per |
|---|----------|--------------|
| Suggested Clergy Honorarium <i>(Please make a separate check payable to the Clergy person officiating wedding and give it directly to the Priest on your wedding day or at rehearsal.)</i> | | \$300.00 |
| | | TOTAL |

(1) Basic Services of the Church Office includes (i) Palmer Clergy and two Wedding Coordinators; (ii) arrangement conference and any follow-up visits; (iii) coordination of service; (iv) clerical assistance with various forms and permits associated with service; (v) organist; (vi) overhead including administration, 2 security guards for a wedding in the Nave and one for a wedding in the Chapel, equipment and facility expenses up to 4 hours of reserved time on campus.

(2) Reception rentals include use of room, tables & chairs with white table cloths. It does not include kitchen use, church dishes, or AV assistance.

(3) Fee is dictated by the City of Houston Office of Mayor Special Events Department as of October 01, 2018.

(4) Kitchen rental includes full use of Palmer's parish hall kitchen, glassware and serving dishes if needed, and extra custodial support for clean-up.

(5) AV Tech will communicate with couple via phone or email prior to wedding to get an understanding of what the needs are and will arrive at parish hall or patio prior to start of reception to make sure all equipment is set and ready to go. Tech will not stay on campus for duration of event but may stay for up to 1 hour, including set up time, to ensure that all is running smoothly.

Note: Soloist fees or fees for extra musicians are to be contracted by the couple and paid separately directly to the musicians. If a member of the Palmer Choir is requested, the fee is \$250 paid directly to the soloist.