

Application

Name of Wedding Couple: _____

Contracting Parties: _____

Address: _____

Phone: _____ Email: _____

EVENT INFORMATION

Wedding Date _____ Number of Attendees _____

Ceremony Site _____ Reception Site _____

Event Start Time _____ *Event Ends _____

* May incur additional fee if event goes later than 11 pm.

WEDDING COORDINATOR - Can be supplied with Contract Agreement

Note: The Wedding Coordinator is whoever is designated to perform this role by the Contracting Party. *Chesterwood does not provide staff or outside consultants to perform this role and does not recommend that the bride fill this position.*

Name _____ Email _____

Address _____ Phone _____

DATE FOR WALK-THROUGH

No later than 30 days before the wedding and should include wedding coordinator and caterer. An approved list of vendors accompanies this application. Other vendors may be selected only if approved by the Chesterwood Superintendant of Buildings and Grounds. The approval process requires a visit to the selected event sites.

Requested Date for Wedding Client Walk-through _____

This date is subject to availability of Chesterwood Staff and will be confirmed by email or letter.

