

University of North Alabama
Department of University Center Operations and Event Management
Wedding Reservation Form

Requested Wedding Date: _____ Ceremony Start Time: _____

Ceremony End Time: _____

Requested Rehearsal Date: _____ Rehearsal Start Time: _____

Rehearsal End Time: _____

Couple's Names 1. _____

2. _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Address: _____ Address: _____

Emergency Contact: _____ Phone: _____

Email: _____ Relationship to couple: _____

Please circle the space, purpose(s), requested times and your appropriate base cost on the chart below:

Note – UNA Affiliated Discount applies only if one of the individuals being married is a UNA alumnus or current faculty or staff member.

If an Alumnus, please note the semester and year of graduation: _____

Space	Purpose	Times Available	Base Cost
Memorial Amphitheatre	Wedding Ceremony	Saturday: 12:00pm – 4:00pm 5:00pm – 9:00pm Sunday: 1:00pm – 5:00pm	<i>Non-UNA Affiliated Client</i> \$1,250 for four hours \$150 per each additional hour
			<i>Current Faculty/Staff or Graduate</i> \$750 for four hours \$100 per each additional hour
GUC Banquet Halls	Wedding Ceremony and/or Reception	Saturday: 12:00pm - 9:00pm Sunday: 1:00pm – 5:00pm Please Note exact time frame requested:	Entire Banquet Hall - \$1250 Banquet Hall A - \$350 Banquet Hall B - \$550 Banquet Hall C - \$350 *Must use UNA Dining Services for all Catered Meals.
GUC Performance Center	Wedding Ceremony and/or Reception	Saturday: 12:00pm - 9:00pm Sunday: 1:00pm – 5:00pm Please Note exact time frame requested:	\$700 for four hours *Must use UNA Dining Services for all Catered Meals.

Cancellation Policy and Fees.

A deposit of \$500 is due at the time of reservation. Payment in full must be made a week prior to your wedding. If a cancellation is deemed necessary it must be submitted in written form to the Department of University Center Operations and Event Management as soon as possible. Cancellations done 14 days or less prior to the event will forfeit the \$500 deposit. The Department of University Center Operations and Event Management reserves the right to cancel any event without notice if full payment is not received with the signed contract or if any portion of the contract is disregarded.

Method of Payment:

() Cash () Check

As host you will be responsible for the actions of your guests, caterer, florist, etc. The University of North Alabama is not responsible for personal injuries to you, your guests, caterer, etc., in conjunction with the use of this facility. The University is also not responsible for any personal property you or your guests bring onto the grounds or in the building.

The attached rules are a part of this reservation form and contract. Please read them carefully. The \$500.00 deposit check, and the remainder of payment for rental charges are made payable to UNA. Send checks to **Jayne Jackson, Assistant Director of University Center Operations and Event Management for Scheduling, UNA Box 5068, Florence, AL 35632-0001.** If you have any questions, please call 256-765-4645 or 800-825-5862, extension 4645.

Reservation Party Signature	Date	Assistant Director of University Center Operations for Scheduling	Date
Director of University Center Operations and Event Management	Date		