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: ________________________________

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<th>Space</th>
<th>Purpose</th>
<th>Times Available</th>
<th>Base Cost</th>
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| **Memorial Amphitheatre** | **Wedding Ceremony**      | Saturday: 12:00pm – 4:00pm, 5:00pm – 9:00pm  
Sunday: 1:00pm – 5:00pm | _Non-UNA Affiliated Client_  
$1,250 for four hours  
$150 per each additional hour  
_Current Faculty/Staff or Graduate_  
$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