



*Contract Regarding the Use of the
Saint Ursula Academy Chapel for Alumnae Weddings*
Congratulations and God's blessing upon your upcoming marriage.

Please return this signed page and \$250 non-refundable deposit to the SUA Alumnae Office to make it official! We cannot save the date for your wedding until we receive both the deposit and contract. **Please make your check payable to St. Ursula Academy – Weddings.**

Please note: if this signed page and \$250 non-refundable deposit is not received in the SUA Alumnae Office within seven days of notifying the SUA Alumnae Office, Stephanie Schuckman '92 Director, we reserve the right to release a tentative hold on the date.

By signing below, you are stating that you understand and agree to the terms of this contract.

Signature of Bride Date signed

Print Name of Bride Class Year

Print Name of Groom

Wedding Date & Tentative Time Rehearsal Date & Tentative Time

PLEASE NOTE: The SUA Alumnae Office will send a reminder email to request this information about two months prior to your wedding. If we do not receive return communication within six (6) weeks of your wedding weekend, St. Ursula Academy reserves the right to schedule the Cincinnati Police Officer and SUA wedding coordinator based on tentative times added here.

Bride's preferred email address Bride's cell phone (including area code)

PLEASE NOTE: We understand your address may change during or after your wedding and therefore ask you to update your profile online at the Vine when you are ready. Thanks!

(For office use only)

Checklist	Date Received	Notes
Contract		
Deposit		
Remainder Payment		
Confirmation details		<i>Reminder email sent to bride two months prior to wedding in order to schedule Cincinnati Police Officer (wedding) and SUA Wedding Coordinator (rehearsal & wedding).</i>
Archdiocese Permission		<i>Priest works directly with SUA parish, St. Francis de Sales, to coordinate this prior to wedding.</i>