

# St. James Plantation Chapel

## Request for Use of Chapel

**Please complete this form and send to:**

Mary Curtis  
2587 Parkridge Drive  
Southport, NC 28461  
email: mcurtis109@aol.com  
207-576-4768

Name of Person Making Request: \_\_\_\_\_

Are you a property owner? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a staff member? \_\_\_\_\_ Yes \_\_\_\_\_ No

If neither, name and address of your sponsor:

Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_; Time: \_\_\_\_\_ to \_\_\_\_\_ Number attending: \_\_\_\_\_

Additional date/time needed: \_\_\_\_\_

Describe the event:

\_\_\_\_\_

If wedding:

Name of Bride: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name of Groom: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Please sign this form and enclose a check for \$250. payable to St. James Plantation Chapel; this fee includes a cleaning deposit of \$50.00 which is refundable after the event if no damage has been done to the Chapel. However, the \$200.00 reservation fee is totally non-refundable.

I/We fully understand our responsibilities and agree to abide by the policies of the St. James Chapel as stated in the Guidelines for Use.

Signature of Person Making Request: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_