

# CAPTIVA CHAPEL BY THE SEA



## WEDDING & VOW RENEWAL *Guidelines*

### PRICING

**\$2500**

(includes \$500 non-refundable deposit)

#### Use of Chapel Building for:

Rehearsal  
Dressing Room/Restrooms  
Service Lead By Minister  
One hour before & after service  
Use of Chapel Yard & Beach For Photographs

#### Additional Chapel Organist Option

**\$300**

### KEY DETAILS

- The Chapel is available mid-November through the End of October
- 120 person Chapel Seating Capacity
- \$500 deposit and completed Wedding Form must be received before your date and time can be considered confirmed
- \$2000 payment must be received no less than two weeks prior to the date of your service



# WEDDING & VOW RENEWAL GUIDELINES

## Marriage License

- Florida residents must observe a 3-day waiting period for marriage licenses.
- Out-of-state residents are exempt from this waiting period.
- Please bring your marriage license to the rehearsal.
- More info: [www.leeclerk.org](http://www.leeclerk.org) or call (239) 533-5000

## Chapel Minister

- All weddings at the Chapel must be officiated by our minister.
- If you wish to include a guest minister, approval must be obtained from the Chapel minister.
- The standard wedding fee remains the same. Any honorarium for a guest minister is the couple's responsibility.
- The Chapel minister will provide the ceremony outline and offer opportunities to personalize the service.

## Music

- Music is available through our Music Director, Lynne Dugan, for a \$300 fee (paid directly).

Email: [DuganBL@comcast.net](mailto:DuganBL@comcast.net)

- Outside organists are not permitted. Couples may hire additional musicians or vocalists separately.

## Pre-Wedding Meeting

- All couples are required to meet with the minister for a one-hour session prior to the ceremony. This meeting ensures a shared understanding of the marriage commitment and allows the minister to get to know the couple personally. Please schedule early.

## Parking & Transportation

- Parking is limited.
- Up to 10 vehicles may park behind the Chapel (typically for the wedding party).
- Additional guests should carpool or use hotel transportation.
- Trolleys and buses may drop off guests at Chapin Lane & Wiles Drive, but should not park on site.

## Policies & Clean-Up

- Confetti, rice, or any type of "throws"—even biodegradable—are not permitted.
- All decorations must be removed within 2.5 hours of the event end.
- The wedding party is responsible for clean-up.

# MARRIAGE INFORMATION FORM

TODAY'S DATE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

LOCATION: CHAPEL \_\_\_\_\_ BEACH \_\_\_\_\_

BRIDE:

FULL NAME (INCLUDING BIRTH NAME) \_\_\_\_\_ DATE

OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_ CURRENT

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NEVER MARRIED \_\_\_\_\_ WIDOWED \_\_\_\_\_ DIVORCED \_\_\_\_\_

CHILDREN: NAMES & AGES

\_\_\_\_\_

BRIDE'S PARENTS:

MOTHER'S NAME \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

GROOM:

FULL NAME \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NEVER MARRIED \_\_\_\_\_ WIDOWED \_\_\_\_\_ DIVORCED \_\_\_\_\_

CHILDREN: NAMES & AGES

\_\_\_\_\_

GROOM'S PARENTS:

MOTHER'S NAME: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

COUPLE'S ADDRESS AFTER MARRIAGE:

\_\_\_\_\_

CHURCH OR RELIGIOUS BACKGROUND

BRIDE \_\_\_\_\_

GROOM \_\_\_\_\_

Please tell us your reason for having a wedding or vow renewal at Captiva Chapel by the Sea: \_\_\_\_\_

\_\_\_\_\_

OCCUPATION/CAREER

BRIDE: \_\_\_\_\_

GROOM: \_\_\_\_\_

WEDDING CEREMONY PLANS/PREFERENCES:

Guest Minister (if applicable):

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Church affiliation \_\_\_\_\_

DO YOU PLAN TO USE THE CHAPEL'S ORGANIST?

CIRCLE ONE : (Y) (N) (TO BE DETERMINED)

IF NO, DO YOU INTEND NO MUSIC? \_\_\_\_\_

OR SOME ALTERNATIVE? \_\_\_\_\_

HAVE YOU CONTACTED THE CHAPEL ORGANIST REGARDING YOUR PLANS?

CIRCLE ONE: (Y) (N)

MUSIC SELECTIONS:

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DO YOU HAVE PLANS FOR FLOWERS OR DECORATIONS? CIRCLE ONE: (Y) (N)

IF YES, PLEASE DESCRIBE YOUR PLANS:

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Which of the following do you envision as part of your wedding? Candle-lightings, vocal or instrumental music, flower girls, ring bearers, bell ringing, aisle runner, etc. Please describe:

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How many Attendants? For the Bride \_\_\_\_\_ For the Groom \_\_\_\_\_

Names: \_\_\_\_\_

OTHER PARTICIPANTS NAMES:

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SCRIPTURE AND/OR OTHER READINGS:

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READ BY: \_\_\_\_\_

PROMISES/VOWS:

(PLEASE ATTACH OR TRANSMIT WHEN AVAILABLE)

RINGS: (Y) (N)

WHICH OF THE FOLLOWING DO YOU ENVISION AS PART OF YOUR WEDDING? CANDLE-LIGHTINGS, VOCAL OR INSTRUMENTAL MUSIC, FLOWER GIRLS, RING BEARERS, BELL RINGING, AISLE RUNNER, ETC. PLEASE DESCRIBE:

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DATE FOR PREMARITAL COUNSELING \_\_\_\_\_

DATE/TIME FOR REHEARSAL \_\_\_\_\_

APPROXIMATELY HOW MANY GUESTS? \_\_\_\_\_

\*PARKING IS LIMITED - SEE GUIDELINES FOR MORE INFORMATION

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THIS SECTION IS FOR CHAPEL USE ONLY:

DEPOSIT RECEIVED: DATE \_\_\_\_\_

BALANCE RECEIVED: DATE: \_\_\_\_\_