

## RESERVATIONS INFORMATION FORM

Congratulations to both of you on this very special time in your life. Because of the high demand for this unique sanctuary, we can only make the Chapel available to graduates of Brophy College Preparatory and Xavier College Preparatory. By choosing to hold your wedding ceremony in this historic and sacred church, you will make your wedding wonderfully memorable – not only for you and your families – but also for your guests who may not have had the opportunity to experience the Brophy Chapel.

Weddings are now being scheduled for Saturdays at 1:00 pm and 4:00 pm. Rehearsals are scheduled for the Friday before the wedding day at 3:00 pm and 4:00 pm. If the school has need of the Chapel the rehearsal times may change. The reservation fee for the Brophy Chapel is \$1000.00. As Brophy is not a parish, it does not provide a Priest or any marriage preparation classes for couples. The couples themselves obtain a Priest or Deacon for the ceremony and rehearsal.

If after reviewing the "Guidelines for Weddings at the Brophy Chapel" you wish to schedule a date with the Chapel Coordinator, the following information is required by you prior to setting a date:

- The Phoenix Diocese requires that each couple marrying in the Catholic Church set a wedding date NO SOONER THAN 6 MONTHS from the time they contact their Priest and/or parish information them of their intention to marry. Marriage preparation MUST be done at the couples' home parish or with the Priest/Deacon who is officiating their marriage ceremony.

A date will be confirmed when the Brophy Chapel Coordinator has received the following information along with the reservation form:

- The name of the Priest/Deacon who will be performing the ceremony and documentation to verify the Priest/Deacon is in good standing.
- The name of the person or parish that will be facilitating your marriage preparation.
- A letter from the Pastor of the parish of either the Bride or Groom or both permitting you to marry outside your parish.
- The fee for the use of the Chapel in the amount of \$1000.00 (this fee is refundable up to 6 months prior to your scheduled wedding date should you choose to cancel your reservation)

These requirements must be completed prior to setting a date. If you are marrying in this Diocese but live in another, you are obligated to fulfill the requirements for marriage preparation from the Diocese in which you live. If doing your preparation through another State/Diocese, upon completion, the person(s) assisting you MUST submit your Pre-Nuptial file to their Diocesan tribunal. They will then forward it on to the Phoenix Diocese Tribunal, which will then send it to us. If you have any questions regarding this process or marriage preparation requirements/classes, you need to contact the Priest/Deacon who is doing your marriage preparation from your parish.

When you have completed the reservation information form, please return the form to the Chapel Office either via mail or deliver to the front desk in Romley Hall at Brophy College Preparatory, 4701 North Central Avenue, Phoenix, Arizona, 85012.

Again, thank you for your interest in the Brophy Chapel. You will receive a call to schedule a wedding date upon receipt of the forms.

Sincerely,

Mrs. Ann Marie Ashton  
CHAPEL COORDINATOR

Mrs. Janet Devlin  
CHAPEL COORDINATOR

PHONE: 602.264.5291 EXT 6422

**RESERVATION INFORMATION (PLEASE FILL IN ALL THE INFORMATION)**

Chapel Fee Received: \_\_\_\_\_ \$1000 Check# \_\_\_\_\_ Date Received \_\_\_\_\_

**BRIDE**

**GROOM**

LAST NAME \_\_\_\_\_

MIDDLE \_\_\_\_\_

LEGAL FIRST NAME \_\_\_\_\_

NICKNAME (if any) \_\_\_\_\_

GRADUATE OF BROPHY/XAVIER (yr) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

RELIGION \_\_\_\_\_

BAPTIZED (Y/N) \_\_\_\_\_

NAME OF PARISH YOU NOW ATTEND  
AND/OR ARE REGISTERED IN \_\_\_\_\_

NAME OF PRIEST/DEACON  
PERFORMING CEREMONY \_\_\_\_\_

NAME OF PERSON(S) DOING YOUR  
MARRIAGE PREPARATION \_\_\_\_\_

**LIST 3 DATES THAT YOU WOULD BE INTERESTED IN BELOW:**

1<sup>ST</sup> CHOICE: DATE/TIME \_\_\_\_\_

2<sup>ND</sup> CHOICE: DATE/TIME \_\_\_\_\_

3<sup>RD</sup> CHOICE: DATE/TIME \_\_\_\_\_