

ROOM RESERVATION REQUEST FORM

FOR WEDDINGS/RECEPTIONS

(This reservation is not valid until approved by NC Mgmt Team)

DETAILED INFORMATION

Wedding Date: ____/____/____ Alternate Date: ____/____/____

Bride: _____ Groom: _____

Event Description: (please circle) Ceremony Ceremony & Reception Reception

Event start time: _____ Anticipated number of guests: _____

Officiant Selected to perform ceremony: _____

How did you hear about us? _____

To be completed by Wedding Coordinator:

Rehearsal Date: ____/____/____ Rehearsal Time: _____ to _____

CONTACT INFORMATION

Bride's Contact Number: _____

Contact Email: _____

Address: _____ Zip: _____

Additional Contact Name & Number: _____

LOCATION INFORMATION

Ceremony Location: _____ Reception Location: _____

(If you desire to get married on the island, what is your backup choice in the event of poor weather)

Ceremony Location: _____ Reception Location: _____

Kitchen: Yes / No

For Office Use Only:

NCMT approval: Yes/No Date: _____

Deposit Received: \$ _____ Date: _____

Balance Received: \$ _____ Date: _____

To be completed by Wedding Coordinator:

Set up details for **Ceremony** - Number of Guests to Seat for: _____

Draw Diagram Here:

To be completed by Wedding Coordinator:

Set up details for **Reception** (diagram here):

6 ft rectangle tables _____ 10 persons (12 available) _____ 8 person rounds (22 available) _____

5 person rounds (15 available) _____ Easel/podium _____ Cake table _____