

Bellevue United Methodist Church

Wedding Checklist and Fee Schedule

Requirement: Each couple is required to attend a three session pre-marital workshop with the pastor.

This form is to be filled out and submitted when reserving the church. The optional fees and fees for the pastor, organist and custodian must be turned into the church office, in separate envelopes, at least one week prior to the wedding ceremony. Please submit separate checks as indicated below.

Names of couple being married: _____

Date and time of ceremony: _____ Contact / Phone _____

Fee Schedule, payment by check:

A deposit of \$150.00 to offset any potential damage is required for non-members of the church (refundable).

Sanctuary \$150.00 _____ Payable when reservation is made (waived for church members)
Fellowship Hall \$150.00 _____ If used for rehearsal dinner or reception (waived for church members)

No alcohol for consumption is allowed on premises!

Please make check for facilities payable to Bellevue United Methodist Church.

Pastor \$150.00 _____ Wedding rehearsal and ceremony
Counseling \$150.00 _____ Counseling fee (waived for church members)

Please make check for the pastor payable to Kristina Schonewolf.

Organist \$100.00 _____ (\$150 if special music (soloist) is to perform)

Music selection(s) must be approved by the pastor and organist!

Please make check for the organist payable to the individual fulfilling this responsibility.

Wedding Coordinator \$100.00 _____ Requirement for wedding rehearsal and ceremony

Please make check for the Coordinator payable to the individual fulfilling this responsibility.

Sound tech / Video \$100.00 _____ Available if desired, wedding rehearsal and ceremony

Please make check for the Sound / Video Tech payable to the individual fulfilling this responsibility.

Custodian \$100.00 _____ Sanctuary
 \$100.00 _____ Fellowship Hall, if used for rehearsal dinner or reception

Please make check for the custodial work payable to the individual fulfilling this responsibility.

We appreciate your cooperation and timely response in seeing these fees are paid as scheduled to avoid any misunderstanding at the time of your wedding.

This form will reside on file in the church office.

I understand and acknowledge the above fees and rates.

Signature: _____ Date _____

Fees / rates approved 15 May 2016