**Office Use Only: 🗆 Office 🗆 Calendar 🗆 Trustee 🗆 Board 🗆 Custodial 🗆 Office File   
Intake Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Belleview United Methodist Church Wedding Checklist**

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 customary donation for the pastor, pianist, audio tech 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

Customary donation***, payment by check*:**A refundable deposit of $150.00, to offset any potential damage, is required for non-members of the church. *A separate facility use request form must be filled out in addition to this form.*

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 Belleview United Methodist Church.*

Pastor $200.00 Wedding rehearsal and ceremony

Counseling $200.00 Counseling (waived for church members)

Please make check for the pastor payable to Shawn O’Trimble.

Please make checks payable to the individual fulfilling these responsibilities,   
the office will supply names:

Pianist $100.00 ($150 if special music (soloist) is to perform)

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

Sound tech / Video $100.00 Available if desired.

Custodian $100.00 Sanctuary

$100.00 Fellowship Hall, if used.

We appreciate your cooperation and timely response in seeing these donations are paid as scheduled to avoid any misunderstanding at the time of the wedding.   
This form will reside on file in the church office.

*I understand and acknowledge the above rates.*

Signature: Date   
rates approved June 2024