

**Wedding & Facility Fees**  
**MEMBERS & REGULAR ATTENDERS**  
 (Immediate Family – Sons, Daughters)

<u>Use of Building</u>	<u>Capacity</u>	<u>Charge</u>
Sanctuary	500	N/C
Fireside Room/Kitchen	50	N/C
FMC –New Gym	400	N/C
FMC – Cafeteria	60	N/C
Teen Worship Center	100	N/C

**\$200 Security Deposit - Refundable** (as policy states, listed under “Before the Wedding Service”) due at time Wedding Request Form is turned in to office, shortly after reserving the church.

**Custodial Fee**

	<u>Before 5:00 PM</u>	<u>5:00 PM &amp; After</u>
Sanctuary	\$100 _____	\$125 _____
Fireside Room/Kitchen	\$ 50 _____	\$ 75 _____
FMC – Gym/Kitchen	\$100 _____	\$125 _____
FMC – Cafeteria/Kitchen	\$ 50 _____	\$ 75 _____
Teen Worship Center	\$ 75 _____	\$100 _____
Nursery	\$ 25 _____	\$ 35 _____

**(Person cleaning Sanctuary, etc. will also be responsible for Nursery cleaning...if used)**

**Building Coordinator**

The Building Coordinator will be scheduled at the same time the wedding date is set. He will be responsible for locking and unlocking the building for the reserved times; and an additional fee will be charged if the building coordinator has to return after **11:00 PM**. The coordinator will also remove and set-up any church-owned furniture necessary for the event as detailed earlier. This does not include decorating any of the facilities. He will set up and remove tables and chairs as requested, but *will not be responsible for placement*.

**Building Coordinator Fee**

Sanctuary*	\$100 _____	<i>Rehearsal time is included</i>
Fireside Room	\$50 _____	
FMC – New Gym	\$75 _____	
FMC – Cafeteria	\$25 _____	
Teen Worship Center	\$75 _____	<i>The platform in Teen Center cannot be cleared.</i>

\*Clearing choir chairs from the platform - \$40

**Scheduling sanctuary for wedding includes rehearsal time – custodial & building co-ordinator fees also include rehearsal time.**

**Nursery Personnel – Wedding Day Only**

**Nursery facility can be made available for up to age 3 yrs. old ONLY**

Nursery Worker      \$30\* (cash)      \_\_\_\_\_

\*Minimum (for 2 hours) to be paid up-front. \$15 for each additional hour, not to exceed a total of 4 hours.

### **Sound Personnel**

Arrangements for a Sound Technician will be scheduled by the church office. Because of the delicate nature of the equipment, only designated church personnel will be allowed to operate the sound system. This person will be present for rehearsal as well as the wedding.

Rehearsal and Wedding	\$ 75	_____
Additional sound for Reception	\$100	_____

### **Ministers and Musicians**

Gratuities for the pastor should be discussed early in the planning process. A minimum gratuity of \$100 is suggested for the officiating minister in consideration of time given for counseling, rehearsing, and officiating the wedding.

Musician gratuities are individual and should be determined according to their involvement. Suggested honorarium for the pianist/organist is \$100.

### **Wedding Coordinator/Director**

The church does not require a wedding director, but for the benefit of the wedding party we suggest you secure one. The church office can provide the names of experienced directors familiar with our facilities, however, these services will be in addition to the church arrangements and must be handled directly with the individual.

**Midland Valley Community Church of the Nazarene**  
**Wedding Request Form**  
**REGULAR ATTENDEES**

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Church Member ( ) Regular Attender ( )

Address \_\_\_\_\_

Phone \_\_\_\_\_ (H) \_\_\_\_\_ (W)

Groom's Name \_\_\_\_\_ Church Member ( ) Regular Attender ( )

Address \_\_\_\_\_

Phone \_\_\_\_\_ (H) \_\_\_\_\_ (W)

Contact Person Other than Bride/Groom \_\_\_\_\_ Phone \_\_\_\_\_

Name(s) of Person(s) responsible for clearing decorations from sanctuary \_\_\_\_\_

Rehearsal Dinner on site? ( ) Yes ( ) No

If yes, Location: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Reception on site? ( ) Yes ( ) No

If yes, Location: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Additional Can Lights? ( ) Yes How many? \_\_\_\_\_ Cost: \$40

Name(s) of Person(s) responsible for clearing decorations from reception area \_\_\_\_\_

**Nursery Needed?** ( ) Yes ( ) No

**\$200 Security Deposit (refundable as per policy)** Date Paid \_\_\_\_\_ Check or Cash \_\_\_\_\_

Total Due \$ \_\_\_\_\_ (not including Security Deposit)

*Fees are due 30 days prior to wedding.*

**Schedule of Payments**

<u>Amount</u>	<u>Date</u>	<u>Initials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Officiating Minister \_\_\_\_\_

(Must let us know name two months before wedding. Include address for minister not on staff here.)

*Original - keep in office      Copy - to wedding parties*