

## Wedding & Facility Fees NON-MEMBERS

### Rental Fee

Usage/Rental Fees cover maintenance fees as well as use of the facilities. **A \$200 security deposit (refunded if canceled *more than 30 days in advance*) is to be paid when the reservation is made.** The balance is due 30 days prior to the wedding date.

<u>Use of Building</u>	<u>Capacity</u>	<u>Charge</u>
Sanctuary	500	\$500
Fireside Room/Kitchen	50	\$100
FMC –New Gym	400	\$300
FMC – Cafeteria	60	\$100
Teen Worship Center	100	\$200

### 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 – Gym	\$75 _____	
FMC – Cafeteria	\$25 _____	
Teen Worship Center	\$75 _____	<i>The platform in the 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 First Church of the Nazarene  
Wedding Request Form  
NON-MEMBERS**

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

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

Bride's Name \_\_\_\_\_

Address \_\_\_\_\_

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

Groom's Name \_\_\_\_\_

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*