

Mount Olivet United Methodist Church Wedding Application

Name of Bride : _____ Name of Groom : _____

Address: _____

Phone (home): _____ Phone (cell): _____ Email: _____

Address: _____

Phone (home): _____ Phone (cell): _____ Email: _____

Person responsible for fees: _____

Address: _____

Phone (home): _____ Phone (cell): _____ Email: _____

Deposit Amount Paid: _____ Check#: _____ Admin Initials: _____

Church is not reserved until application is approved and deposit received

Wedding Schedule: **Date and day of wedding:** _____

Function Time: _____ Number of people expected: _____

Anticipated Arrival Time: _____ Anticipated Exit Time: _____

Rehearsal Schedule: **Date and day of Rehearsal:** _____

Function Time: _____ Anticipated Arrival Time: _____ Anticipated Exit Time: _____

What facilities are needed:

Sanctuary: _____ Library: _____ Nursery: _____ Room A: _____ Room B: _____ Room C: _____ Kitchen: _____

Kitchen, Cooking and Serving use (please write a brief description of kitchen use requested) : _____

***The church will be responsible for cleaning the rest rooms, vacuuming carpets and trash removal.
All rooms should be restored as found.***

Covenant: In exchange for use, I promise to follow the guidelines and regulations governing the use of this facility, and will be responsible governing the use of this facility, and **will be responsible for it being restored to the condition prior to my use.**

Date Submitted: _____ Applicant Signature: _____

Date Approved: _____ Minister: _____

Please provide the following information:

Minister: _____ Contact Number: _____

Organist: _____ Contact Number: _____

Florist: _____ Contact Number: _____

Wedding Planner/ Coordinator: _____ Contact Number: _____

Mount Olivet United Methodist Church Wedding Fees Worksheet

ITEM	NON-MEMBERS	MEMBERS
Minister	300.00	
Organist: Planning & Ceremony	200.00	150.00
Technical Minister: Setting up simple sound system for event (microphones for soloists, CD musical accompaniment etc.) Attending both rehearsal & ceremony. Providing 2 DVD copies of ceremony.	150.00	100.00
Sanctuary	500.00	
Rain Date - Reserved	200.00	
Meeting Room - Library	25.00	
Meeting Room - Nursery	25.00	
Cleaning All Church Weddings	200.00	200.00
Reception	200.00	
Cleaning All Receptions	100.00	100.00
Rehearsal Party / Dinner in Fellowship Hall	200.00	
Cleaning for Rehearsal Party / Dinner	100.00	100.00
Kitchen Usage	100.00	
Totals		

All fees due 30 days prior to wedding

Updated 2/1/2016

