

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

Please place a check next to the staff member and areas needed.

Cleaning is required for all weddings

and the services of Technical Minister are required for any weddings that involve the use microphones & sound.

ITEM	NON-MEMBERS		MEMBERS	
Minister	300.00			
Organist or Pianist: 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	Required	200.00	Required
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

