

# Mount Olivet United Methodist Church Wedding Application

Name of Bride : \_\_\_\_\_ Email: \_\_\_\_\_

Brides Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Name of Groom : \_\_\_\_\_ Email: \_\_\_\_\_

Grooms Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Person responsible for fees: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

\*\*\*\*\**Church is not reserved until application is approved and deposit received*\*\*\*\*\*

**Rehearsal Schedule:** \_\_\_\_\_ **Date and day of Rehearsal:** \_\_\_\_\_

Function Time: \_\_\_\_\_ Anticipated Arrival Time: \_\_\_\_\_ Anticipated Exit Time: \_\_\_\_\_

**Wedding Schedule:** \_\_\_\_\_ **Date and day of wedding:** \_\_\_\_\_

Function Time: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

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) : \_\_\_\_\_

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

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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: \_\_\_\_\_

## Please provide the following information:

Minister: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Wedding Planner/ Coordinator: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Organist: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Florist: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Photographer: \_\_\_\_\_ 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		Holidays & Special Events	
Minister	300.00		NA	NA	350.00	
Organist or Pianist: Planning & Ceremony	300.00		200.00		350.00	
Technical Minister: Setting up simple sound system for event (microphones for soloists, CD musical accompaniment etc.) Attending both rehearsal & ceremony.	300.00		200.00		350.00	
Sanctuary	500.00	Required	NA	NA	600.00	Required
Cleaning All Church Weddings	300.00	Required	300.00	Required	350.00	Required
Meeting Room - Library	25.00		25.00		50.00	
Meeting Room - Nursery	25.00		25.00		50.00	
Rain Date - Reserved	200.00		200.00		200.00	
Reception	200.00		200.00		200.00	
Cleaning All Receptions	200.00		200.00		200.00	
Rehearsal Party / Dinner in Fellowship Hall	200.00		200.00		200.00	
Cleaning for Rehearsal Party / Dinner	200.00		200.00		200.00	
Kitchen Usage	100.00		100.00		100.00	
Printing of Wedding Program (Paper not included)	50.00		50.00		50.00	
Totals						

*All fees due 30 days prior to wedding*

Updated 11/22/2019

