

Matthews United Methodist Church
Wedding Reservation and Information Form
Updated May 2014

Please complete this form in its entirety and turn it in with your deposit check to our event coordinator. Once the date(s) are calendared, you will receive your wedding packet and be contacted by a wedding coordinator.

Bride: _____ Member: yes no

Groom: _____ Member: yes no

Wedding Date: _____ **Time:** _____ (must begin by 6:00 pm)

Rehearsal Date: _____ **Time:** _____

Bride's Contact Information:

Home phone: _____ Cell: _____ E-mail: _____

Current Address: _____

Address after wedding: _____

Wedding Information:

Wedding location: Sanctuary Chapel

Rehearsal dinner location: MUMC campus _____ Off-campus

Reception location: MUMC campus _____ Off-campus

MUMC pastor presiding: _____

If a guest pastor is presiding, please complete the following information as our pastoral staff will need to send him/her a letter of invitation.

Guest pastor name: _____

Guest pastor information, address and phone number: _____

Wedding Fees:

Minister: Honorarium paid directly to the minister (\$150.00 - \$300.00)

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Fees to be paid directly to the church (check appropriate boxes):

Please submit the deposit check with this completed form. The balance is due two weeks prior to the wedding date. You will be mailed another copy of this form as soon as your wedding is officially booked on the church calendar. Please return it with your check when you submit the balance due.

		<u>Amount Due</u>
Wedding Coordinator fees:		
<input type="checkbox"/> Sanctuary wedding with rehearsal	\$175.00	_____
<input type="checkbox"/> Chapel wedding with rehearsal	\$100.00	_____
Organist fees:		
<input type="checkbox"/> Standard Wedding Fee	\$250.00	_____
<input type="checkbox"/> Additional fees for extra musical services	\$	_____
Custodial fees:		
<input type="checkbox"/> Sanctuary wedding	\$140.00	_____
<input type="checkbox"/> Chapel wedding	\$ 75.00	_____
<input type="checkbox"/> Reception – Sanctuary reception area	\$ 75.00	_____
<input type="checkbox"/> Reception - The Commons	\$100.00	_____
<input type="checkbox"/> Gym	\$125.00	_____
<input type="checkbox"/> Small meeting room	\$ 25.00	_____
<input type="checkbox"/> Large meeting room	\$ 40.00	_____
Sound/lighting technician fees:		
<input type="checkbox"/> Sanctuary (includes rehearsal)	\$ 100.00	_____
Kitchen Facility use fees (only check one box):		
<input type="checkbox"/> Reception on church campus w/church kitchen staff	\$ 100.00	_____
<input type="checkbox"/> Reception w/outside caterer	\$ 100.00	_____
Total Fees Due		\$ _____
Less Deposit:		
<input type="checkbox"/> Sanctuary wedding	\$125.00	_____
<input type="checkbox"/> Chapel wedding	\$ 50.00	_____
Balance of Fees Due no later than _____		\$ _____

Date Scheduled

Room Reserved

Date and Time Reserved

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Church Use Only:

Total amount due MUMC \$ _____
Less deposit received _____ paid on _____ ck# _____
Balance due \$ _____ paid on _____ ck# _____

Fees to be disbursed by the church, internal church use only.

Wedding Party: _____ Wedding Date: _____

Fee Disbursements:

(1) Wedding Coordinator: _____ Fee: _____
Wedding Coordinator is a: church employee non-employee

(2) Custodial fees to: _____
Wedding Fee: _____
Reception Fee: _____
Kitchen Fee: _____
Total Due: \$ _____

(3) Sound/lighting technician: _____ Fee: _____
Technician is a: church employee non-employee

(4) Reception on church campus w/kitchen staff to: _____ Fee: \$100.00

(5) Organist: _____ Fee _____
Organist is a: church employee non-employee

(6) Other: _____ Fee: _____
 church employee non-employee

Date submitted to church for payment: _____

Signature of event coordinator: _____

Please Note: Individual check requests should be submitted for payment for all non-employees, with a copy of this sheet attached to each check request. A copy of this sheet should also be forwarded to payroll for payments to church employees.