



CONTRACT FOR USE OF FACILITIES AND SERVICES FOR WEDDINGS

We, _____ and _____, do hereby enter into a contract for the use of facilities and services for our wedding that is to take place on _____

From _____ AM / PM to _____ AM / PM.

Saturday evening weddings are available after 1:00 p.m. and before 7:00 p.m.

Rehearsal Date: _____ Time: _____ AM/PM.

(to be arranged with pastor).

- We agree to be good stewards of the church property and to use the facilities with proper respect. We agree to assume responsibility for any and all damages to church property.
- We understand that no intoxicating beverages or cereal malt beverages may be used in the church building or on the church grounds before, during or after the ceremony.
- We understand that no food or drink is allowed in any part of the building, other than those areas designated for the wedding reception.
- We understand that no smoking is permitted in any church building.
- The set up of the dining room(s) for the reception and rehearsal dinner can be arranged through the FUMC Secretary who will contact the UMW and custodians to let them know your needs for the reception or rehearsal dinner. The FUMC custodian will remove tables and, chairs and reset the dining room for church functions. There is an additional fee required for custodian services at the reception and rehearsal dinner and UMW services vary in cost according to the number of people you plan to serve.
- Sanctuary furniture (pulpit, lectern and/or choir chairs) may be moved only in special circumstances. An additional fee will be added to the custodian's fee if the couple decides to move sanctuary furniture.
- Seasonal decorations are to remain in the sanctuary.
- There are certain dates when the church cannot be used for weddings. Other dates may not be available due to special events in the church. The following dates are unavailable due to special church events and holidays.
 - Weekends nearest January 1st
 - Weekends before and after Easter
 - First weekend in June
 - Weekend nearest July 4th
 - Weekend nearest Thanksgiving
 - Two weekends prior to Christmas and the weekend following Christmas

RESERVATION DEPOSIT

If you would like to reserve the Ottawa First United Methodist Church for your wedding **members** and **non-members** need to submit a deposit of \$300.00 (\$350.00 if sanctuary furniture is to be moved).

- \$200.00 is refundable unless arrangements with the office to use the refund to pay fees are agreed on. The refund will be given after the wedding if the building has suffered no damage and all litter that is carried into the church is carried out following the wedding.
- \$100.00 of the deposit or (\$150.00 if sanctuary furniture is moved) is for custodial services.

The Reservation Deposit must be paid prior to reserving the building for your wedding.

All of Reservation Deposit may be refunded if a cancellation notice is submitted to the Church Office at least 60 days prior to the reservation date. \$100.00 will be with held for services rendered if less than 60 days notice is given.

SCHEDULE OF FEES



We wish to reserve the following facilities and services:

	<u>Capacity</u>	<u>Members</u>	<u>Non-Members</u>
_____ Sanctuary	375	\$100.00	\$300.00
_____ Chapel	35	\$ 00.00	\$ 75.00
_____ Dressing Room, Men	15	\$ 00.00	\$ 20.00
_____ Dressing Room, Women	40	\$ 00.00	\$ 30.00
_____ Sound System Operator		\$ 40.00	\$ 40.00
_____ Aisle Candles		\$ 35.00	\$ 35.00
<i>Wedding party must provide batteries No Real Candles.</i>			
Candelabra are available. Wedding party must provide drip-less candles and pads for underneath.			
_____ Custodial Services		\$100.00	\$100.00
<i>Covers 6 hours of basic set-up and cleaning. Additional hours to be billed at \$15/hr.</i>			
_____ Wedding Consultant		\$100.00	\$100.00
<i>Required. Available to assist in all aspects of planning the rehearsal, wedding and reception.</i>			
_____ Pastoral Consultation/Assistance		\$100.00	\$200.00
<i>Includes pre-marital preparation, rehearsal and wedding ceremony.</i>			
_____ Church Organist		\$100.00	\$100.00
<i>Includes rehearsal, wedding and accompaniment of special music.</i>			
_____ Outside Organist Set-up Fee		\$ 50.00	\$ 50.00
<i>Our Church Organist will instruct guest organist and reset organ for Sunday Worship.</i>			

<u>REHEARSAL</u>	<u>Capacity</u>	<u>Members</u>	<u>Non-Members</u>
_____ Large Dining Rm/Kitchen	200	\$100.00	\$100.00
_____ Small Dining Rm/Kitchen	40	\$ 65.00	\$ 65.00
_____ Custodial Fees		\$ 25.00	\$ 25.00
_____ Wedding Consultant		\$ 25.00	\$ 25.00

<u>RECEPTION</u>	<u>Capacity</u>	<u>Members</u>	<u>Non-Members</u>
_____ Large Dining Rm/Kitchen	200	\$100.00	\$100.00
_____ Small Dining Rm/Kitchen	40	\$ 65.00	\$ 65.00
_____ Custodial Fees		\$ 25.00	\$ 25.00
_____ Wedding Consultant		\$ 25.00	\$ 25.00
_____ UMW Servers		varies	varies

OTTAWA FUMC WEDDING POLICIES

- Balance of payment is due 60 days prior to the wedding date.
- If a pastor is used from any denomination other than UM the resident pastor's fee will be paid in full.
- Either Bride or Groom must be an FUMC member at the time contract is signed to qualify for discounts.

WE HAVE READ THIS CONTRACT AND UNDERSTAND ITS TERMS

Date (Bride)

Date (Groom)