

RESERVATION RATES FOR WEDDINGS (1/2015)

First United Methodist Church / 718 Clay Street
Cedar Falls, Iowa 50613 / 319-266-1713

Bride _____ Phone _____

Groom _____ Phone _____

*Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

Room to be used for ceremony: _____ Sanctuary _____ Parlor _____ Chapel

Will reception be here? _____ No _____ Yes
If yes, room to be used for reception: _____ Fellowship Hall _____ Parlor

CHURCH FACILITIES & SERVICES FOR CEREMONY

Wedding fees are payable to First United Methodist Church before rehearsal.

*Pastors have authority to negotiate the recommended donation based on pastor's discretion.

Security/Damage Deposit \$250.00 Amount Due
\$ _____

Check is due to reserve the date and will be held and returned after the wedding if not needed.

Date will not be reserved until we receive deposit.

Person, other than the bride or groom, to contact in case of damage:

Name _____ Ph. _____

Address _____

Member Fees:

Sanctuary \$100.00 \$ _____

Chapel (Donation) \$ _____

Gathering Place for wedding \$100.00 \$ _____

Nonmember Fees:

Sanctuary \$500.00 \$ _____

Chapel \$50.00 \$ _____

Gathering Place for wedding \$200.00

*wedding dates for non members cannot be scheduled until 6 months before the date of the wedding.

Sound/Video Technician: contact chris.congdon@aboutfirst.com Rate negotiated with technician

Custodian Fees: \$150.00 (Check due at rehearsal) \$ _____

Extra Fee for weddings scheduled after 6:00 p.m. \$50.00 \$ _____

Candelabra/Candles \$10.00 \$ _____

Organist Fees: Rate negotiated with organist

Doug Shaffer contact 319-610-4249 or musicman52151@gmail.com

Please pay the organist/musician directly before the wedding.

Visiting organist must meet with approval of our organist.

Wedding Hostess Fee: \$75.00 \$ _____

TOTAL FUMC Fees for Ceremony \$ _____

Honorarium for Pastors: Should be made out directly to the pastor and paid on night of rehearsal.

CHURCH FACILITIES FOR REHEARSAL DINNER or RECEPTION

		<u>Amount Due</u>
\$40.00 per hour	Fellowship Hall	\$ _____
\$10.00 per hour	Kitchen	\$ _____
\$30.00	Gathering Place	\$ _____
 <u>Custodial Fees:</u> <i>Due one week before wedding.</i>		\$ _____
\$20.00 per hour	Note: Custodian is mandatory for a minimum of 1 hour before the dinner for set up, during the dinner, and a minimum 1 hour after for clean up.	
 TOTAL Church Fees for rehearsal dinner or reception		\$ _____

RECEPTION (if UMW helps or serves) revised 10/2013

Contact UMW Representative for availability
Jen Cole – kitchen coordinator

<u>Members*</u>	<u>Non-Members</u>		<u>Amount Due</u>
\$60.00	\$75.00	Serving up to 150 People	\$ _____
\$15.00	\$25.00	Each Additional 50 People	\$ _____
no charge	\$25.00	Kitchen Use	\$ _____
no charge	\$25.00	use of UMW dishes and flatware	\$ _____
no charge	\$ 4.00	each round tablecloth	\$ _____
no charge	\$20.00	3 long tablecloths	\$ _____
no charge	\$15.00	Each Additional Long Tablecloth	\$ _____
\$50.00	\$50.00	If kitchen coordinator helps with dishes	\$ _____
 TOTAL (payable to “United Methodist Women” at time of reception) \$			_____

*Suggested donation - Any charges listed in the first column for FUMC members are to be suggested amounts only. Members of FUMC can pay an amount to UMW that they feel is fair and adequate.

A couple other points need to be mentioned:

First, as written in UMW by-laws, there are to be no charges for 50th wedding anniversaries or 80th or older birthday celebrations for FUMC members. The respective circles or the UMW unit will serve at these receptions.

Second, "the kitchen coordinator, a custodian, or a staff member is required to be present for the function of any group not affiliated with Cedar Falls FUMC. A UMW member may fulfill this requirement if none of the other three are available."

Revised 10/2013

CHECKLIST FOR JANITOR

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Date and time of Wedding: _____

Date and time of Rehearsal: _____

Names of Bride and Groom: _____

How many are expected to attend: _____

Rooms required for wedding:

_____ **Sanctuary**

_____ **Gathering Place: Wedding?** _____ **Rehearsal Dinner?** _____
How does it need to be set up?

_____ **Chapel** (How does it need to be set up?)

_____ **Parlor for Brides**

_____ **Choir Room for Groom**

Set up for wedding:

_____ **Candelabra's**

_____ **Unity Candle Holder and Table**

_____ **Table for Guest Book** **Tablecloth?** _____

_____ **Gift Table**

_____ **Other:**

Time the church needs to be open on day of wedding? _____

Any other information: