

VERGENNES UNITED METHODIST CHURCH
10411 Bailey, NE, Lowell, MI 616-897-6141 vumcsecretary@aol.com
WEDDING POLICIES /FEES

BUILDING USE

ALL APPLICATIONS for the facility use must be made and approved through the pastor. A wedding use application is attached. A \$100.00 non-refundable deposit should accompany your application to reserve your date on the calendar. *Checks should be made out to “Vergennes United Methodist Church”.*

Persons considering the use of the Vergennes UMC are urged to visit the facility in advance of use, to determine if the sanctuary space is sufficient to accommodate all the guests. The sanctuary can comfortably seat up to 160 people. The lower level is available for dressing of the bride and bride maids. The pastors office is used for the groom and groomsmen. Celebration Hall may be used for the rehearsal dinner and/or reception and accommodates 75-100 people.

PASTORAL SERVICES

Pastor Matthew Stoll is available to perform the marriage ceremony. If a pastor other than Pastor Matt is desired, the pastor must be approved by Pastor Matt. Pastor Matt requires a minimum of four premarital counseling sessions prior to the wedding. These sessions are necessary to build the foundation of a marriage. The topics covered during these sessions will be determined by the results of a premarital survey to be completed by the bride and groom (available online or with Pastor Matt). The cost of taking this survey (\$30) will be the couple’s responsibility. A minimum of 4-5 months notice is necessary to accommodate the scheduling of these sessions.

PIANIST/VOCALIST SERVICES

Deborah Knaut, pianist/singer (616-897-9485), and Eric Boyea (616-644-1113), classical/acoustic guitarist, are available to perform any published music for a \$150 fee (each) and consultation is free. Payment is due at the time of booking.

BUILDING USE POLICIES

- Decorations are not allowed on any wood surface including altar rails and pews, or on any ceiling. We suggest using hangers, ribbon ties or freestanding decorations. Any altar or sanctuary items that have been moved must be put back in place.
- If candelabras of any type are used, a piece of plastic should be placed under each candelabra to prevent the wax from dripping on the carpet.
- Rice or birdseed may not be used anywhere.
- Food and beverages are allowed only in the kitchen and Celebration Hall.
- Alcoholic beverages are not permitted on church property.
- Smoking is not permitted inside the church building. An ashtray dispenser is provided outside the building.
- You will be billed for cleanup at \$50.00.
- All refuse that has accumulated from your event must be taken with you when you leave.
- All groups are expected to be out of the church by 10:00 PM unless prior arrangements have been made with the church.
- Non-church members must pay our church wedding coordinator to make wedding arrangements and be present during the hours the facility is being used to assist and answer any question about the church. The cost is \$100.00.
- Please contact the church office with questions on catering or servers.

WEDDING FEES

Facilities (*non-members*):

Use of the **Sanctuary (\$250)**

Including classrooms for Dressing Room

Use of **Celebration Hall** for the Rehearsal and/or Reception (**\$200**)

Including Kitchen Facilities

Pastoral Services (*non-members*):

Pastor Matthew Stoll (\$250)

Pastor Matt requires a minimum of 4 pre-marital counseling sessions over a 4 month period.

A fee of \$250 includes the counseling and marriage ceremony.

This fee may be paid in full prior to the counseling sessions OR made in three installments – at the first, second and third counseling session. Please, no exceptions.

Music Services (*Payment is scheduled with the musician and is due at the time of booking*):

Deb Knauf (\$150) - Pianist and vocalist.

Eric Boyea (\$150) - Classical/acoustic guitarist

Wedding Coordinator:

Our wedding coordinator will be the contact person for your wedding. The coordinator will take care of scheduling with pastor, musician, custodian; will unlock/lock church, be available during rehearsal and the wedding ceremony, take down and set up church things to prepare for wedding. The charge for this representative will be \$100.

Custodian (*negotiable for members*):

A flat fee of \$50 to clean the church before and after the ceremony.

Deposit (*non-members*):

A \$100 non-refundable deposit is required to hold the reservation. This will be applied to the total fees.

All checks are to be made out to the Vergennes United Methodist Church 30 days prior to the wedding ceremony. No exceptions, please.

Vergennes UMC is not responsible for any injuries, damages, thefts, and personal loss occurring on-site, including damage to parked vehicles. The bride and groom assume the responsibility of the guests' behavior and are liable for payment of any damages to the facility, its furnishings or equipment.

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Contract for Weddings

Couple: Bride _____ Telephone _____
 __Member __Non-Member
 Groom _____ Telephone _____
 __Member __Non-Member

Contact person _____
Address _____
Email _____ Telephone _____
Best time to Call _____

Rehearsal Date: _____ Time of Event _____ Total Time in Church _____
Rehearsal Dinner Date: _____ Time of Event _____ Total Time in Church _____
Wedding Date: _____ Time of Event _____ Total Time in Church _____
Wedding Reception Date: _____ Time of Event _____ Total Time in Church _____

Number of Guests Expected _____

Minister to Perform Ceremony:

__ Pastor Matthew Stoll
__ Visiting Pastor (with approval of Pastor Matt):
 Name _____ Telephone _____
 Pastor's Church _____

Costs:

Sanctuary (\$250 for non-members only)	_____
Including class rooms for Dressing Rooms	
Celebration Hall (\$200 for non-members only)	
Rehearsal Dinner	_____
Wedding Reception	_____
Pastor Matthew Stoll (\$250 for non-members)	_____
Premarital inventory (\$30)	_____
Wedding Coordinator (\$100)	_____
Custodian (\$50, negotiable for members)	_____

TOTAL FEE _____

Minus \$100 Deposit (non-refundable), if applicable - _____ = Payment Due _____

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Signature of Responsible Adult

and

Mailing Address for Billing