

Wedding Information Form

Spouse Name _____

Name You Will Use After Marriage _____

Address _____

Occupation _____

Phone _____ Email _____

Date of Birth _____ Place of Birth _____

Parents _____

Baptized _____ Church Membership _____

Spouse Name _____

Name You Will Use After Marriage _____

Address _____

Occupation _____

Phone _____ Email _____

Date of Birth _____ Place of Birth _____

Parents _____

Baptized _____ Church Membership _____

Wedding Date _____ **Time** _____

Place _____

Officiating Clergy _____

Rehearsal Date _____ **Time** _____

Members of the Wedding Party:

Wedding Room Use Agreement for _____ (name)

Wedding Date: _____ Wedding Time: _____

Once, your deposit is paid and your wedding is on our books, you are granted exclusive use of the sanctuary, the Lewis room, and the Lounge for 3 hours before your wedding start time and 2 hours after your wedding start time. Example: for a 4:00pm wedding you will have the space from 1:00pm until 6:00pm. The Sunday School area (downstairs) and the Green room (upstairs) are also available at no additional charge, if you arrange with us ahead of time. It is often possible to have your decorations installed the day before. Please check with the office.

If you are having your reception here, the Reception fees give you exclusive use of the downstairs of the church for the time indicated above, plus three more hours. For example, if your wedding is at 4:00pm, you will have the downstairs from 1:00pm through 8:00pm.

If you would like other rooms, or to have exclusive use of the facility for longer times, there is an additional fee, as below.

Please indicate the areas you would like to reserve

- Sanctuary
- Lewis Room
- Lounge
- Sunday School Area (no additional charge)
- Green Room (no additional charge)
- Nursery \$10 per hour
- Fellowship Hall \$25 per hour
- Kitchen \$25 per hour
- Extra time in the sanctuary, Lounge, & Lewis Room \$25 per hour

Total Additional Room Use \$_____

First Congregational United Church of Christ Moorhead
Wedding Fees

Wedding Coordination Fee (for both on and offsite weddings) \$50.00

Non-Member Sanctuary Use Fee \$200.00

Non-Member Pastoral Fee \$300.00

Organist \$150.00

Bulletins
100 Black and White Bulletins on 20lb paper (single sheet) \$50.00

Refundable Cleaning Deposit \$100.00
This will be refunded to you after the day of your wedding if we do not need to clean the facilities after your use.

Reception
Kitchen Use Fee \$75.00

Parish Hall Use Fee
Member

Up to 99 guests \$ 75.00

Up to 150 guests \$100.00

Up to 200 guests \$125.00

Non-Member
Up to 99 guests \$200.00

Up to 150 guests \$300.00

Up to 200 guests \$400.00

Additional Room Use Fees (see below) \$10+

Deposit
Deposits are refundable up to 6 weeks before the wedding. \$100 of the deposit is the refundable cleaning deposit.
The rest is applied to your wedding total.

Member \$100.00

Non-Member \$200.00

Donation
We love love and are in the ministry of supporting marriage in the full diversity of God's creation. We have been advocates in our community for marriage equality. If you would like to make a gift in honor of your loving commitment so that we can continue in our ministry, please add that amount to your payment. Thank you.

Wedding Payment Worksheet

Names of Spouses: _____

Date of Wedding: _____

Refundable Cleaning Deposit 100.00

Coordination Fee 50.00

Non-Members

Sanctuary Use Fee 200.00 _____

Pastoral Fee 300.00 _____

Organist 150.00 _____

Bulletins 50.00 _____

Reception

Kitchen Use 75.00 _____

Fellowship Hall Use Fee _____

Member

Up to 99 guests 75.00

Up to 150 guests 100.00

Up to 200 guests 125.00

Non-Member

Up to 99 guests 200.00

Up to 150 guests 300.00

Up to 200 guests 400.00

Additional Room Use _____

Donation

We love love and are in the ministry of supporting marriage in the full diversity of God's creation. We have been advocates in our community for marriage equality. If you would like to make a gift in honor of your loving commitment so that we can continue in our ministry, please add that amount to your payment. Thank you.

Total Wedding Fee _____

Deposit

Member \$100.00

Non-Member \$200.00

Deposits are required to save your date and are refundable up to 6 weeks before the wedding. \$100 of the deposit is the refundable cleaning deposit, which will be returned to you if the facility is in good order when your wedding is over. The remainder of the deposit will be used towards payment of wedding fees.