



Open hearts. Open minds. Open doors.

The people of The United Methodist Church®

THE UNITED METHODIST CHURCH OF EVANSVILLE, WI

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Wedding Policies and Fees for Non-Members Evansville United Methodist Church

1. Non-members may book weddings no more than one year in advance. A wedding is considered "booked" upon receiving a completed application and non-refundable booking fee. Securing a wedding date is on a first-come, first, serve basis (based on booking fee payment), though members have higher priority over non-members.
2. Pre-wedding counseling is required when using the Evansville United Methodist church. The Evansville United Methodist pastor does not need to officiate; however, it is at his/her discretion who may and may not preside.
3. Except during the processional and recessional when a photographer may be near the front, at no time should the photographer take pictures from the alter area. The photographer should not interfere with the ceremony at any time. Flash and photo lamps are **not** permitted during the ceremony.
4. No alcoholic beverages are allowed anywhere in the church building or on the church grounds.
5. No smoking is allowed in any area of the church building or church grounds.

FEES

Due at time of booking:

BOOKING FEE A non-refundable booking fee of \$300 is due to secure date. The booking fee covers the use of all areas of the church including the kitchen, fellowship hall, and church sanctuary. If food is going to be served there is an additional charge for cleaning. No alcohol can be served or consumed in any part of the church building or on church grounds.

Due one month before wedding:

REFUNDABLE SECURITY DEPOSIT A refundable security deposit of \$250 is required within one month of the wedding. Security deposit will be refunded within two weeks after the wedding if there is no damage to the church, and at the pastor's approval.

CUSTODIAL FEES Custodial fee is \$70. If food will be served and/or the kitchen used, there is an additional \$120 cleaning fee (total of \$190)

WEDDING COORDINATOR FEE A fee of \$100 is required to secure the use of the church's wedding coordinator. The coordinator will schedule weddings, help the bride and groom with planning, will lead the rehearsal and help ceremony.

CLERGY FEE \$200 Clergy Fee if the Evansville United Methodist Church pastor will officiate. The Evansville United Methodist pastor must approve of all clergy.

CHURCH ORGANIST/PIANIST The church organist/pianist will be paid directly according to her/his fee (customarily \$150) which includes the wedding, rehearsal and consultation. There is an additional \$25.00 charge (payable to the organist/pianist) for each additional rehearsal. If the church organist isn't used then the pastor must approve the organist/pianist.

The Wedding Service: The celebration of marriage is sacred and holy. Only Christian weddings are permitted at the Evansville United Methodist Church. Our pastor has final discretion over the content of your wedding service. Please discuss your plans with him or her to make final decisions regarding your wedding celebration. Secular music is permitted, but you must share the music with our pastor in advance for his or her approval.

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