



# Midland Nazarene

5700 Jefferson Ave. Midland, MI 48640  
989-631-4620

## INVOICE FOR WEDDING FEES

| Check all that apply | Description  | Fee**    | Date Due | Date Rec'd |
|----------------------|--|----------|----------|------------|
| X                    | <b>Wedding Policy Deposit</b> (will be returned after ceremony to bride IF wedding party complies with all wedding policies) | \$200.00 |          |            |
| X                    | <b>Non-refundable Deposit</b> (reserves the date) (will be subtracted from total of fees)                                    | \$100.00 |          |            |
|                      | <b>Sanctuary only</b> —(custodian, liaison, sound tech, computer tech, and rehearsal time included)                          | \$350.00 |          |            |
|                      | <b>Educational Unit only</b> --custodian only (no sound technician)  | \$100.00 |          |            |
|                      | <b>Sanctuary AND Educational Unit</b> (no sound system in Educational Unit)  | \$450.00 |          |            |
|                      | <b>Sanctuary AND Educational Unit</b> (with sound system & tech in Educational Unit)   | \$500.00 |          |            |
|                      | <b>Pastor Gratuity</b> (couple responsible to pay pastor gratuity directly to pastor)  |          |          |            |

Please note: Couple is responsible for arranging for and paying for any live musicians (vocalists, keyboardist, pianist, etc.)

**Please make checks payable to Midland Nazarene Church**

Name of Bride \_\_\_\_\_

Phone number & EMAIL of Bride \_\_\_\_\_

Name of Groom \_\_\_\_\_

Phone number of Groom \_\_\_\_\_

Wedding Date/Time \_\_\_\_\_

Rehearsal Date/Time \_\_\_\_\_

Name of person responsible for payment of fees \_\_\_\_\_

Address of person responsible for fees \_\_\_\_\_

Phone number of person responsible for fees \_\_\_\_\_

**By signing below, I agree to terms of the Wedding Policy stated on page 3:**

Signature \_\_\_\_\_

**\*\*Church Members will be given a \$50 discount for sanctuary use.**

There will be NO CHARGE to church members for use of Educational Unit, provided they take care of the setting up and taking down of the tables /chairs, and as long as they clean up afterward. Failure to do so results in the forfeiture of their \$50 deposit. If a sound tech is required for the Educational Unit, church members will be charged \$50 to cover the expense of the sound tech.

**SANCTUARY**— If you are using the Church Sound equipment or Computer/Stage Lights Equipment, then you must use a trained sound tech and/or computer tech from Midland Nazarene.

Sound Tech needed? Yes No Arrival Time for Sound Tech: \_\_\_\_\_

Computer Tech needed? Yes No Arrival Time for Computer Tech: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Sound System            | <input type="checkbox"/> Video System                          |
| <input type="checkbox"/> Hand Held Microphone    | <input type="checkbox"/> I have a Powerpoint presentation      |
| <input type="checkbox"/> Hands-free Microphone   | <input type="checkbox"/> I have a DVD that I would like played |
| <input type="checkbox"/> I have CD music to play | <input type="checkbox"/> Other: _____                          |

---

**EDUCATIONAL UNIT— Non-Members** – The fee you paid includes the set-up & take-down of tables and chairs, and custodial fees for clean up.

**EDUCATIONAL UNIT— Members** – There is NO CHARGE providing that you take care of the set-up and take-down of the tables and chairs, as well as the clean up after your event is over.

Please indicate number of tables needed: \_\_\_\_\_ Number of chairs: \_\_\_\_\_

Rooms Requested:  Fellowship Hall  Other Rooms: \_\_\_\_\_

**You are responsible for supplying all paper products, including tablecloths, plates, napkins, cups, bowls, and eating utensils.** You may use church owned serving spoons, spatulas, etc., provided that you wash and dry them, and put them away after use.

**You are responsible for all food and beverages.** You may use church owned coffee maker (you supply the coffee), pitchers, punch bowls, etc., providing you wash and dry them, and put them away after use.

---

**PLEASE NOTE THAT FUNERALS MAY REQUIRE YOUR EVENT TO BE RESCHEDULED IF WE CAN'T ACCOMMODATE BOTH EVENTS SIMULTANEOUSLY!**

**FOR OFFICE USE ONLY**

Approved:  Yes  No Recorded on Church Calendar:   Wedding Liaison  Worship Leader

Copy to:  Requester  Custodian  Kitchen Coordinator  Sound Tech  Computer Tech

Additional Notes: \_\_\_\_\_



# Midland Nazarene

## WEDDING POLICIES

- † Reservations of the church facilities are made by contacting the administrative pastor. **If the Lead Pastor is officiating, you must confirm wedding date with him prior to paying your deposit.** (Note: NO wedding will be scheduled for Wednesday or Sunday)
- † **The Wedding Policy Deposit fee of \$200.00 is due when wedding form is submitted.** This should be given as **CASH** unless otherwise arranged with Administrative Pastor. If ALL policies are adhered to by the entire wedding party and family of bride/groom, the full \$200 will be returned to the bride following the ceremony upon departure from church.
- † **The Non-Refundable Deposit fee of \$100.00 for the sanctuary and/or educational building is to be given to the Administrative Pastor as soon as possible to reserve them for the specified date.** Date will not be considered reserved until the deposit has been received. The sanctuary and/or educational building will also be reserved for the full day before the wedding, unless you tell us otherwise. A receipt will be given to you.
- † Be sure to pay the remainder of the fees associated with the wedding to the administrative pastor two weeks prior to the wedding. A receipt will be given to you. While an honorarium for the minister is traditional, our ministers consider the relationship to be pastoral. A charge is never made for premarital counseling or for pastoral care after the wedding.
- † **The pastoral staff must approve requests for outside ministers to be included in the ceremony.** The pastor who performs the ceremony is responsible for premarital counseling of the couple.
- † Each wedding must involve a current sound and computer technician from Midland Nazarene.
- † The prospective couple is responsible for securing the services of all musicians they wish to use as well as videographer (if so chosen).
- † The pastor and/or church liaison is responsible for implementing details of the church's wedding policies.
- † **The church liaison will schedule a short meeting 1 month prior to wedding with bride, sound tech and computer tech to review all wedding details (music, rehearsal and day of wedding schedule, order of ceremony, decorations, stage set-up, equipment needed, etc.).**
- † Please give the church liaison or sound tech copies of the music (sheet music for live musicians; CD, flashdrive, mp3, mp4, or DVD for recorded music) and plans for their use two weeks in advance, so that it can be accommodated. These will be returned to you following the wedding.
- † Thumbtacks, tape, or anything that would mar the furniture or buildings may not be used.
- † Candles, in acceptable containers, are permitted in the platform area only, and use of candles in hurricane globes, or other flame-protection and drip-catching holders, is permitted.
- † Confetti and rice are NOT to be used inside or outside of the church building. Bubbles or bird seed is permitted for use outside of the building.
- † **Use of alcohol or tobacco is not appropriate at this facility (indoors or outside).**
- † The sound/computer techs will be responsible for overseeing the stage equipment set up/tear down in coordination with the worship leader. The church liaison will be responsible for overseeing the moving and replacement of items (like furniture) in rooms; locking and unlocking the buildings; and will be available, if necessary, during the rehearsal, wedding, and reception (if held at the church).
- † The florist must remove all flowers and containers immediately after the ceremony. All wedding décor must be removed from the church within 2 hours after the end of the ceremony. Bridal party rooms should be emptied of all personal belongings as well.

Enjoy your wedding at Midland Nazarene Church!