



8412 W. 95th St.
Overland Park, KS
66212-3214
913-642-4400

Wedding and Reception Fees Agreement

Bride's Full Name: _____ E-mail Address: _____
 Address: _____ City, State, Zip: _____
 Daytime Phone: _____ Evening Phone: _____
 Groom's Full Name: _____ E-mail Address: _____
 Address: _____ City, State, Zip: _____
 Daytime Phone: _____ Evening Phone: _____

Pastor Conducting Service: _____

Event Date & Time: _____ Rehearsal Date & Time: _____

To receive member rates, either the bride or the groom must be a member of the church at the time the wedding is scheduled. For members, damage deposit and wedding coordinator fees are due at scheduling. All other fees are due to the church 10 days prior to the event. For non-members, all fees are due at the time that the wedding is scheduled. Pastor honorariums are to be paid directly to the pastor.

	Members	Non-Members
Damage Deposit (Due at the Time of Scheduling)	\$100	\$100
Scheduling Fee (Due At The Time of Scheduling)	\$0	\$100
Wedding Fees:		
Use of Sanctuary	\$0	\$300
Use of Upper Room	\$0	\$200
Services of Pastor	*	\$200
Services of Wedding Coordinator * due at scheduling	\$150	\$150
Services of Organist/Pianist	\$150	\$150
Services of Custodian	\$100	\$150
Services of Sound Technician	\$50	\$50
Services of Vocalist/Instrumentalist	\$75	\$75
Reception and/or Rehearsal Dinner Fees:		
Use of Fellowship Hall	\$0	\$50/hour
Use of Upper Room	\$0	\$10/hour
Services of Reception Coordinator	\$150	\$150
Services of Custodian for seating under 125	\$75	\$75
Services of Custodian for seating over 126	\$150	\$150
Services of Dishwasher when using church's glassware	\$50	\$50
Use of Church's Linens (including table skirts)	\$6 each piece	\$6 each piece

* Members wishing to thank the pastor for the wedding traditionally offer an honorarium.

We have read and agree to abide by the Valley View United Methodist Church Wedding and Reception Policies. Both bride and groom should sign and date:
