

## Churubusco United Methodist Church WEDDING CONTRACT

Full Name of Bride \_\_\_\_\_  
Current Address \_\_\_\_\_

Full Name of Groom \_\_\_\_\_  
Current Address \_\_\_\_\_

Ph# \_\_\_\_\_ Email \_\_\_\_\_

Ph# \_\_\_\_\_ Email \_\_\_\_\_

Wedding Date & Time \_\_\_\_\_

Rehearsal Date & Time \_\_\_\_\_

		Fee	#rooms/hrs	Total Fee	Amt. Paid
<b>Church Use</b>	Members	None			
	Non-Members	\$350.00			
<b>Fellowship Hall with or without kitchen</b>	Members	None			
	Non-Members	\$100.00			
<b>-Additional Rooms</b> (see Wedding Policy)	All	\$15/room			
<b>Pastor</b>	Members	\$250.00			
	Non-Members	\$300.00			
<b>Other Pastor/Name:</b>	All	Contact			
<b>Prepare Counseling Survey</b> (Counseling with other pastor must be arranged through them. Talk to the pastor about paying.)	All	Contact			
<b>Computer/Sound Technician</b> (if applicable) *Must be an CUMC Computer/Sound Technician	Members	\$ 75.00			
	Non-Members	\$100.00			
<b>Custodian</b>	Members	\$125.00			
	Non-Members	\$150.00			
<b>Organist/Pianist</b>	All	\$125.00			
<b>Additional Music Rehearsal</b>	All	\$ 50.00			
<b>Damage Deposit (may be refunded)</b>	All	\$100.00			
				Total Fee	Total Paid
<b>TOTAL DUE</b> _____ <b>by</b> _____					

*I have received and understand the wedding policy and will abide by it. I understand that my date is not secured on the church calendar until my deposit is paid and the signed wedding contract is returned to the church and approved by the CUMC Pastor. Enclosed is my payment (at least the damage deposit) and signed contract. I understand all other fees and balance due for Church use must be paid prior to the start of the wedding rehearsal and if not paid in full, the wedding will be cancelled. I also understand that if I cancel the wedding within 2 weeks prior to the wedding date, I forfeit my deposit.*

**Signed** \_\_\_\_\_ (Bride) \_\_\_\_\_ (Groom)  
Date \_\_\_\_\_ Date \_\_\_\_\_

<u>Church Use Only</u>	Date Deposit Paid _____	Amount of Deposit _____	Cash/Check # _____
	Date Balance Paid _____	Amount _____	Cash/Check # _____

# WEDDING OF

Member \_\_\_\_\_ Non-Member \_\_\_\_\_ Relationship to Family Member \_\_\_\_\_

**Churubusco United Methodist Church**  
**750 North Main Street, Churubusco, Indiana 46723**

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

**Name of Bride** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Name of Groom** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Married Address** \_\_\_\_\_

**Additional Contact Person**  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Name of CUMC Pastor** \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Additional Pastor**  
Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

**Rehearsal Dinner at Churubusco United Methodist Church? Yes \_\_\_ No \_\_\_**

-If yes, what time will it begin? \_\_\_\_\_ end? \_\_\_\_\_  
(must be completed, with clean-up, by 9:00 pm with a limit of 3 hours total)

-Kitchen? Yes \_\_\_ No \_\_\_

-Seating for how many? \_\_\_\_\_

-Number of tables for food \_\_\_\_\_

**Reception at Churubusco United Methodist Church? Yes \_\_\_ No \_\_\_**

-If yes, what time will it begin? \_\_\_\_\_ end? \_\_\_\_\_  
(must be completed, with clean-up, by 10:00 pm with a limit of 4 hours total)

-Fellowship Hall? Yes \_\_\_ No \_\_\_

-Kitchen? Yes \_\_\_ No \_\_\_

-Seating for \_\_\_\_\_ Tables/chairs? \_\_\_\_\_ Chairs only? \_\_\_\_\_

-Number of tables for cake, food, etc. \_\_\_\_\_

-Formal table skirt on cake table? Yes \_\_\_ No \_\_\_

**Please indicate all who will be participating in the wedding:**

\_\_\_\_\_ Organist

\_\_\_\_\_ Pianist

\_\_\_\_\_ Photographer

\_\_\_\_\_ Videographer

\_\_\_\_\_ Musician(s) other than organist/pianist

\_\_\_\_\_ Soloist(s)

\_\_\_\_\_ Computer/Sound Technician (we provide)

\_\_\_\_\_ Other \_\_\_\_\_

**Will the following be used during the ceremony?:**

\_\_\_\_\_ Pew Candles

\_\_\_\_\_ Kneeling Rail

\_\_\_\_\_ Candelabras

**Decorating**

Scheduled time for decorating for wedding, rehearsal dinner or reception can be during regular business hours (9:00 am - 2:00 pm, Mon-Fri). If other times are needed, the rate of \$15.00 (members) and \$25.00 (non-members) per hour will be applied. Must schedule all hours with the church office.

Scheduled time for decorating sanctuary \_\_\_\_\_

Scheduled time for decorating Fellowship Hall \_\_\_\_\_

**Wedding brochure has been given/mailed to the couple. \_\_\_ Date \_\_\_\_\_**

**Amount of deposit paid \_\_\_\_\_ Date \_\_\_\_\_**

**Remaining Amount paid \_\_\_\_\_ Date \_\_\_\_\_**