

All fees are to be paid at least two weeks prior to the wedding ceremony.

COSTS FOR PROFESSIONAL SERVICES

(These fees are to be paid directly to the person)

- 1. Pastor's honorarium \$150.00
- 2. Organist \$ 75.00
- 3. Wedding Hostess (we currently do not have a wedding hostess) \$ 50.00

COSTS FOR FACILITIES USAGE

- 1. Use of church and utilities (this fee is waived for church members*) \$250.00
- 2. Custodian \$ 35.00
- 3. Reception: Use of church Fireside Room & kitchen, custodian & utilities if reception is done in the church by United Methodist Women \$ 50.00
- OR Use of Fellowship Hall & kitchen (downstairs) for above \$100.00

* The bride or groom or the parent(s) of the bride or groom must be a church member.

COSTS FOR RECEPTION BEYOND THE BASE FEE ABOVE

These costs beyond the base reception fee are for non-members.

Members of this church pay half the stated rates.

<u>Number of Guests</u>	<u>Reception Fee</u>
Up to 50	\$100 minimum payable in advance
Over 50	\$2.00 per person (estimated and adjusted after the reception)

An additional fee of \$? may be charged if the reception includes a full meal.

PAYMENT FOR WEDDING AND RECEPTION FEES

The form "Itemization of Wedding/Reception Fees" shall be completed at the time arrangements are made.

Fees for building use are to be paid to the church. Fees for professional services are to be paid directly to the professional. Reception services are to be paid to United Methodist Women.

Initial reception fee is based on an estimate of guests with adjustment afterward.

ITEMIZATION OF WEDDING/RECEPTION FEES

First United Methodist Church * 230 North 10th Street * Klamath Falls, Oregon 97601

_____		_____	
Bride		Groom	
_____		_____	
Address		Address	
_____		_____	
Home/Cell Phone	Work Phone	Home/Cell Phone	Work Phone
Rehearsal: Day_____	Date_____	Time_____	
WEDDING: DAY_____	DATE_____	TIME_____	
Church needs to be opened at_____ (time)			
Reception at church YES_____NO_____ If YES, time_____			

ITEMIZATION OF FEES

Use of church, utilities	(\$250.00)	\$ _____
*Custodian	(\$35.00)	\$ _____
Paid to Church	Sub Total	\$ _____
**Use of Fireside Room/Kitchenette for Reception	(\$50.00)	\$ _____
**Use of Fellowship Hall/Kitchen for Reception	(\$100.00)	\$ _____
**PLUS # of Guests _____ (\$100/under 50) (\$2.00 per person 50+)		\$ _____
Additional charge for a full meal	(\$.00)	\$ _____
Paid to United Methodist Women	Sub Total	\$ _____
Pastor's Honorarium	(\$150.00)	\$ _____
*Organist	(\$75.00)	\$ _____
*Wedding Hostess	(\$50.00)	\$ _____
	TOTAL	\$ _____

RECORD OF PAYMENTS **AMOUNT PAID \$ _____** **DATE _____**

***To be paid by members & non-members**
**** Members pay 1/2 the stated rates**

AMOUNT PAID \$ _____ **DATE _____**

ADJUSTMENT AFTER RECEPTION

Actual number of guests _____	(x \$2.00 after 50 total)	\$ _____
Estimated number of guests _____	(amount paid)	\$ _____
Adjustment		\$ _____
Amount owed to church		\$ _____
OR		
Amount to be refunded by the church		\$ _____