

## Old Otterbein UMC Wedding Contract

This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_ of 2015 by the Old Otterbein United Methodist Church and

\_\_\_\_\_ (bride's name)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**AND** \_\_\_\_\_ (groom's name)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

### Dates and hours church is to be open:

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

A **non-refundable deposit** of \$ 200 is due with the signed contract to hold the date. All remaining fees are due a **minimum of (2) weeks before the event.**

**Sanctuary (rehearsal and wedding) fee is \$ 550.**

Check (minus deposit) made out to: Old Otterbein UMC with wedding date and name on memo line

**Clergy fee is \$ 350.** Check made out directly to the Pastor.

**Guest clergy may be used only with prior approval of the Otterbein Pastor.**

**Otterbein Wedding Coordinator fee is \$150.** Check paid directly to that person.

**Otterbein Sexton (custodial services) fee is \$ 100.** Check paid directly to that person.

**Organist basic fee is \$200.** Please check with wedding coordinator for an **approved organist.** The bridal party is required to contact the organist and pay directly prior to day of the wedding.

## Church Wedding Policies

Old Otterbein United Methodist Church is an active congregation with outreach and other mission opportunities going on all week. These needs and demands on our facilities and consideration of our personnel, have led to some restrictions on wedding activities. When you covenant with Old Otterbein church to host your wedding, the church will be reserved for 1 ½ hours for the rehearsal and 2 ½ hours on the wedding day.

During holy and festal seasons of the church year, such as Advent (Christmas) and Lent (Easter), the church's basic decorations must remain in place. Candles may only be used on the altar area.

Photography/Videography: Professional photographers and videographers must meet with the Old Otterbein Wedding Coordinator prior to the ceremony to review our policies and they are expected to abide by them. We will work with photographers and videographers on ways to cover the wedding adequately. Because your ceremony is a worship service of Christian marriage the following policies must be followed:

- No Flash photography during the ceremony. Flash may be used during the Processional and Recessional but not during the solemn ceremony.
- Once the ceremony has begun photographers/videographers are not permitted to move down the center aisle, nor may they go beyond the 1<sup>st</sup> pew of the outer aisles. At no time during the ceremony are they allowed in the pulpit/chancel areas.

We encourage the use of bubbles and biodegradable materials to shower the wedding party as they leave the church. Please ensure that it is done outside the building.

Parking: Parking is not guaranteed BUT... we do have 16 spaces always available and usually can arrange for more! No alcoholic beverages are allowed on the grounds or in buildings. As a United Methodist congregation, it is contrary to our church life to permit alcoholic beverages on our property. All buildings are smoke free. The Nelker building is available for small receptions (less than 75 guests) for an additional fee of \$250. No alcoholic beverages. That building may be used for the bride and her bridesmaids prior to the ceremony at no cost.

Date \$ 200 deposit received: \_\_\_\_\_ Check # \_\_\_\_\_

Remainder of fees due by: \_\_\_\_\_

Bride signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom signature: \_\_\_\_\_ Date: \_\_\_\_\_