



**WE'RE PLANNING OUR WEDDING:  
WHAT DO WE DO FIRST?**

Step 1:

Check with the office manager or the Event Coordinator to see if the date you requested is available. Meet with the Pastor to see if s/he is available to officiate the ceremony. Arrangements must be made with Genesis' pastor if a couple wishes to have another pastor perform a portion of their ceremony or to officiate the wedding.

**A \$200.00 non-refundable deposit is required for all weddings.**

Step 2:

Do you want your reception at the church? If yes, consider:

1. The building should be vacated by 9:00 pm on Saturday.
2. No alcohol permitted on premises.
3. No smoking permitted in the building.

Step 3:

The pastor of Genesis will meet with each couple prior to the wedding in order to develop a relationship with them and to plan the service.

**WORKING WITH GENESIS UMC'S EVENT COORDINATOR**



Event Coordinator	Phone	Email
<ol style="list-style-type: none"> <li>1. We require that each couple work with our Event Coordinator in planning their wedding at Genesis. The Event Coordinator helps with all of the details that exist outside of the actual ceremony itself. This includes: decorations, photographers, florists, videographers, musicians, etc. All questions related to these areas should be directed to the Event Coordinator. Couples are to work directly with the Event Coordinator once a deposit is received to hold the wedding date.</li> <li>2. Throwing rice or confetti within the church or outside is not permitted.</li> <li>3. No smoking in the church.</li> <li>4. Alcoholic beverages in the church or on the church grounds are not permitted. Pastors reserve the right to not proceed with a rehearsal or wedding if the wedding party is impaired in any way.</li> <li>5. Rehearsal day and time will be negotiated based on the church calendar at least two months prior to the wedding.</li> </ol>		

**Schedule of Fees for Weddings**

(Adopted 12/20/17)

**Wedding Info**

Wedding Date \_\_\_\_\_  
Spouse 1 \_\_\_\_\_ Spouse 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Charges</b>	<b>Non-Member</b>	<b>Member</b>	<b>Total Fee</b>
Non-refundable Deposit	*\$200	*\$200	<u>\$200</u>
Sanctuary/Gathering Area (includes custodial and facility coordinator)	\$300	\$200	_____
Sound Tech (2 ½ hrs., each add.'l hour is \$75)	\$150	\$150	_____
Pastor Honorarium (includes 3 pre-marital sessions)	\$400	(donation)	_____
Kitchen/Seating for Reception (optional)	\$300	\$100	_____
Musician (optional)	\$200	\$200	_____
Media Tech (optional., 2 ½ hrs., each add.'l hour is \$75)	\$150	\$150	_____
Refundable Cleaning Deposit	\$150	\$150	<u>\$150</u>
<i>Total Due</i>	_____		
<i>Less Deposit</i>	<u>\$200</u>		
<i>Balance Due</i>	_____		
<i>Date Due</i>	_____		

**Separate checks payable to each individual before the event:**

- Pastor:
- Sound Technician:
- Musician:
- Computer/Media Tech:

**\*\$200 Security Deposit is needed to hold and secure wedding date. All other fees are required to be paid in full, two (2) weeks prior to the wedding, unless other arrangements have been made with the Event Coordinator or Pastor.**

\*The rental fees include basic room setup and cleanup following your event. Any additional time will be billed at \$15/hour and come from the Refundable Cleaning Deposit.

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**Special Requests:**

**Notes**

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Signature Renter

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Date

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Signature Office Manager

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Date

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***Office Use Only***

- Renter has contact information for the Genesis Event Coordinator
- Renter understands fees
- Custodian has been notified
- Sound Tech has been notified
- Change heat setting for week of: