**NORTH BROADWAY UNITED METHODIST CHURCH WEDDING RESERVATION FORM**

**Persons to be Married:**

1.

*Full Name Phone E Mail*

Address:

*Street City State Zip*

2.

*Full Name Phone E Mail*

Address:

*Street City State Zip*

**Date and time of Wedding: \_\_\_\_\_\_\_\_\_\_\_** Space Requested: Sanctuary Chapel

**Date and time of Rehearsal: \_\_\_\_\_\_\_\_\_\_\_**

**Additional Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACILITY USE FEES: Includes Wedding Rehearsal, Bride’s Dressing Room, Groom’s Room, Custodial Services,**

(Circle preferred location for ceremony) Church is open two hours before and 1 ½ hours after the wedding.

Sanctuary $350.00

Chapel $150.00

Non-member Sanctuary/Chapel $600.00

# STAFF SERVICES: (\*required unless otherwise negotiated with officiating pastor)

Pastor\* $250.00

Organist/Musician\* $200.00

Altar Guild Coordinators\* $50.00

Sound Technician $150.00

Video/Live Streaming $100.00

Additional Musician Fees – If Rehearsals are Required.

Accompany Soloist: $50.00 each soloist $

Accompany Ensemble: $100.00 $

# DECORATIONS: (optional)

2 seven-branch brass Candelabra/14 candles $40.00 $ Other candles used $2.00 each $

# RECEPTION FACILITY FEES: (optional)

Includes Custodial Services until 8:00 p.m.

Anniversary Hall $500.00 $

Undercroft $200.00 $ Meals negotiated per event

# DEPOSIT REQUIRED

When submitting information sheet and this request form, please include payment for

½ of the total anticipated fees. This deposit secures the date on the church calendar. Deposit is refundable up to 30 days before the wedding.

Return to:

North Broadway United Methodist Church TOTAL $ 48 E. North Broadway, Columbus OH 43214 AMT . ENCLOSED $ \_

Signature:

*For office use: Date Deposit Received Check Number Amount $ Date Balance Received Check Number Amount $*