



## Wedding Reservation Application

*All weddings must be arranged directly with the pastor. This form reserves the building for your use after arrangements have been made.*

.....

Wedding Date / Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_ Sanctuary Holds 225

Number of Attendants: \_\_\_\_\_ Bridesmaids/Groomsmen

Reception at Church?:    Yes    No    Location: \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_ Usually 5 pm day prior wedding

**FEES:** *Please submit payment for the amounts indicated below:*

- |                                      |  |
|--------------------------------------|--|
| Check #1: \$100.00                   | Deposit check due immediately, payable to <b>Hilltop United Methodist Church</b> , held until after event. If conditions of the agreement are fully met, the deposit check will be returned to you.                |
| Check #2: \$_____                    | \$ 250 Fee for facility rental <i>nonmembers</i><br>\$ 150 Fee for facility rental <i>members</i><br>\$ 100 Fee for video recording due on the rehearsal date, payable to <b>Hilltop United Methodist Church</b> . |
| Check #3: \$75.00 ( <i>minimum</i> ) | Honorarium for wedding coordinator due on the rehearsal date, payable to <b>Cindy Scherer</b> .  |
| Check #4: \$_____                    | <u>Pastor's honorarium payable to <b>Fred Vanderwerf</b>.</u><br>\$ 100 nonmembers<br>\$ 0 members.  |

**Please review and sign the Church Policy and Building Use Rules below.  
Return one copy of agreement and deposit check to: Hilltop United Methodist Church  
108 South Manitou Drive, Mankato, MN 56001 : 507 – 387 – 3877**

**For Office Use Only:**

Date forms Sent Out: _____	Date forms Received Back: _____
_____ Copies of completed reservation given to pastor and couple	
_____ Deposit Received: \$ _____	_____ Scheduled on Calendar
_____ Rental Fee Received: \$ _____	_____ Deposit Refunded: \$ _____
_____ Total Fees Received: \$ _____	_____ Wedding Coordinator Pd: \$ _____
_____ Additional Donations: \$ _____	_____ Pastor's Honorarium: \$ _____



## Church Policy and Building Use Rules for Weddings

1. All weddings are Christian worship services and are officiated by the appointed pastor. If the couple desires to have other clergy to officiate or co-officiate, they must have permission from the Hilltop United Methodist Church Pastor. For *nonmembers* there is a suggested minimum honorarium of \$100 for the Hilltop United Methodist Church Pastor if s/he officiates or co-officiates the wedding service. (No pastor's honorarium is required from members).
2. All weddings require the services of a church-appointed wedding coordinator, who will be present during rehearsal and before, during and after the ceremony to answer questions regarding the following information. The fee includes a guaranteed minimum honorarium of \$75 for the wedding coordinator. The couple may wish to supplement this minimum with an additional amount, and should designate as such when submitting payment.
3. The contract fee includes facility rental of \$150 for members, \$250 for non-members. A deposit of \$100 is due with your reservation. Deposit is refunded following the event when the building has been appropriately cared for. In the event the facility is damaged or not picked up, the deposit will be retained toward additional custodial costs.
4. Children and youth must be supervised by competent adults. The nursery is available for children's use only upon reservation and with appropriate supervision. If used, renter agrees to restore nursery to the condition in which it was found.
5. The facility is more than just a building; it represents God to our community. Please respect property and remind wedding party to act accordingly. No alcohol is permitted anywhere on the church property including the grounds; no tobacco products are to be used within the building.
6. No food or beverages except water in sanctuary. Exception: communion elements.
7. Facilities are to be returned to proper order after use:
  - c Removal of decorations and personal items.
  - c Excess garbage and waste to be removed to outside dumpster.
  - c Furnishings returned to original set-up or as directed by host / custodian.
8. A video recording of the wedding ceremony may be available depending on the availability of church volunteers. The cost of this service is \$100 which includes 3 DVD of the wedding ceremony. Only people authorized by the congregation can utilize the recording equipment.
9. Rental deposits will be retained for building or grounds damage or rooms not cleaned or re-set appropriately. This would include wedding party, florist, photographer, caterer or others involved with wedding party. Additional costs could occur.
10. Renter accepts a responsibility for the conduct of all event participants including responsibility for any damage to the building, grounds, or equipment.

11. Musical selections will be approved by the officiating pastor(s). The contract fee does not include a standard amount for musicians due to the wide variation in musical services possible. Please make payment arrangements separately with musicians.
12. Communion rails can be added or removed as needed. However, the wedding party will be responsible in moving and returning them following the completion of ceremony. Please work with wedding coordinator.
13. If reception is held at facility, the couple will need to make separate arrangements through the appointed pastor to verify availability of requested services and appropriate fee schedule.
14. For safety and clean up, no rice or confetti may be thrown on church property. Birdseed, floral petals, or bubbles may be used outside of church building. Limited exceptions may be made upon consultation with the officiating clergy.
15. The church is not responsible for items belonging to wedding party that are lost, stolen, damaged, or destroyed.
16. In order for this event to be officially scheduled, the following steps must be completed:
  - a. The bride and groom each sign and date below indicating their agreement to the above stipulations and directions between the wedding party and the Hilltop United Methodist Church and its appointed pastor.
  - b. The reservation form with event and fees information must also be completed and returned to the church with the reservation payment of \$100.

It is agreed that this permit is a license only to the use of the facilities and equipment rented for the stated purpose. The user of the Hilltop United Methodist Church agrees that Hilltop United Methodist Church, its agents, employees and or/assigns are not responsible for any personal injury or property damage sustained by people using the Hilltop United Methodist Church, his/her invitees or guests, arising out of the use of the facilities pursuant to this permit. The user of the Hilltop United Methodist Church agrees to indemnify its agents, employees and assigns for any claims for personal damage made against it arising from the use of the facilities pursuant to this permit.

**BRIDE SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GROOM SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**[www.mankatohilltop.org](http://www.mankatohilltop.org)**