

FEE SCHEDULE

1. Nonrefundable Deposit to Hold Date (Applied to Sanctuary Fee)	\$ 300	\$ _____
2. Use of Sanctuary & First Floor & Services of Wedding Coordinator Wedding Coordinator (Church Liaison) (HSUMC requires couple to coordinate all wedding festivities hosted at church through our Wedding Coordinator. Fee includes one phone meeting prior to wedding, 1 hour rehearsal and 3 hour wedding. Additional meetings will be charged at a rate \$50 per hour.)	\$ 950	\$ _____
3. Sanctuary Custodian	\$200	\$ _____
4. Audio-Visual Technician (Includes 1 hour rehearsal & 3 hour wedding. Also includes live streaming of wedding.)	\$100	\$ _____
5. HSUMC Minister Fee (Includes 2 counseling sessions, 1 hour rehearsal & 3 hour wedding. See pg 5 #3)	\$200	\$ _____
6. Wedding Director (If couple does not have a wedding director, HSUMC requires one of our directors for the wedding. This fee is in addition to the Wedding Coordinator fee.)	\$300	\$ _____
7. Musicians/Organist/Soloist (Chosen by couple and approved by Wedding Coordinator)		\$ _____
8. Fellowship Hall for Reception	\$500	\$ _____
9. Fellowship Hall Custodian	\$200	\$ _____
10. Chapel (Maximum 15 attendees)	\$150	\$ _____

- ❖ Items 1-4 are required for weddings at HSUMC. Items 5-10 are services that are available. For example, a couple may choose a minister other than the HSUMC minister or may hire a wedding director other than HSUMC's director.
- ❖ We customarily waive the sanctuary fee for those who have been members for at least six months prior to the wedding or if the parents of the bride or groom are church members. Family members other than children of members will be charged sanctuary fee.
- ❖ The wedding application form and fee schedule should be completed and returned to the church secretary as soon as possible. This information must be in the church office no later than 30 days prior to the wedding date.
- ❖ Checks should be made payable to HEYWARD STREET UMC. \$300 deposit is due at the time of reservation of the wedding. The balance of fees is due **no later than 30 days prior to the wedding date. All fees are paid to HSUMC.**
- ❖ The minister will use his/her discretion regarding fees in extenuating circumstances.
- ❖ Fees for broken, damaged or lost furnishings and equipment or fees for excessive cleaning will be determined by the Board of Trustees, and will be billed by the church office to the bride and groom.
- ❖ Persons planning for a wedding should consult with the Wedding Coordinator regarding any information not covered in these guidelines.

This is a binding contract between the couple and Heyward St UMC. Any exemption must be cleared through the Wedding Coordinator.