**Wedding Reservation Application**

**Sanctuary Facility**

**Aldersgate United Methodist Church**

1320 Umstead Road ∙ Durham, NC 27712

Phone: 919-477-0509 ∙ Fax: 919-477-9037

 Date of Wedding: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Wedding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Rehearsal: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Bride’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groom’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 please print please print

**Fee Schedule Worksheet**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Members** | **Outside Group** | **Fee Due** |
| Use of Sanctuary / Wesley Room | Waived | $350 |  |
| Audio Service Technician | $100 | $100 |  |
| Custodial Services | $200 | $200 |  |
| Wedding Consultant | $300 | $300 |  |
| Church Organist  | $300 | $300 |  |
| Rehearsal – Church Organist | $50 | $50 |  |
| Honorarium for Pastor –recommended by Trustees | $200 | $400 |  |
| **Total Fee Due** |  |  |  |

**All fees must be paid 30 days prior to rehearsal.**

 Payment for the room usage and custodial services should be made to: Aldersgate United Methodist Church. All other fees should be paid directly to the person providing services.

It is your responsibility to contact AUMC staff to schedule a wedding consultant, custodial services, audio service, and organist for your event.

Custodial Services Alan Roberts (919) 477-0509

Wedding Consultants: Cathy Cozart (919) 477-3185 or Beverly Jackson (919) 471-0257

Audio/visual services John Hall (919) 477-5802

Minister of Music Nan de Andrade (919) 477-0509 x116

***Acknowledgement:***

*I have read and agree to abide by the Aldersgate United Methodist Church Facility Usage Policy for Weddings and the Safe Sanctuaries Child/Youth Protection Policy in consideration of the use of all or part of these facilities. I will immediately report to Aldersgate United Methodist Church any violations of the Safe Sanctuary policy which I know or come to know of. I will hold AUMC harmless from any and all liability arising out of the Users use of the premises or the building of which facilities are a part, or the parking facilities on or adjacent thereto.*

*I/we agree to be legally bound as outlined herein.*

*Bride: Date:*

*Groom: Date:*

Do not write below this line. For Office use only.

1. The Trustees meet on the third Monday of every month, when possible, please have requests turned in no later than one week before the next scheduled Trustees meeting.
2. Application date will be cleared by the office before submission to Trustees.
3. Applicant must include all applicable charges on application before submission to church office.
4. Incomplete applications will not be processed.

Cleared on Office Calendar: Entered by: Payment Received (date):

 Copy to: [ ] Alan Roberts [ ] John Hall