

ST. JOHN UNITED CHURCH OF CHRIST • FREEPORT, IL
WEDDING INFORMATION FORM

SPOUSE 1 _____ **SPOUSE 2** _____

Address _____ Address _____

Telephone _____ Telephone _____

Email _____ Email _____

Wedding Date _____ **Time:** _____ **Location:** _____

Rehearsal Date: _____ **Time:** _____ **Location:** _____

Reception Time _____ Location: _____

Number of guests: _____ Wedding consultant? yes no

Number of Attendants (each side): _____ **Number of Ushers:** _____

Ring Bearer: yes no **Flower Girl:** yes no

Spouse 1's parents: Y N **Spouse 2's parents:** Y N

Step-Parents: Y N **Step-Parents:** Y N

Paternal grandparents: Y N # _____ Paternal grandparents: Y N # _____

Maternal grandparents: Y N # _____ Maternal grandparents: Y N # _____

Will either spouse be escorted: yes no **If yes, by whom:** _____

Music: Instrumental Vocal Tapes **Number of pieces:** _____
 Prelude Processional Recessional During the service Postlude

Organist: _____

Additional Music Accompanist _____
Soloist _____

Still Photographer _____ Time for Pictures _____

Videographer _____ Florist _____

ST. JOHN UNITED CHURCH OF CHRIST

1010 S. Park Blvd. Freeport, IL 61032

Telephone (815) 235-2824

WEDDING AND/OR RECEPTION AGREEMENT

We, _____ & _____

wish to have our wedding at St. John United Church of Christ on _____

at _____ o'clock. The services we will need are as follows:

	Members	Non-Members	
SANCTUARY:	No charge	\$300	_____
CLERGY:	Discretionary (\$200 suggested)	\$300	_____
PRE-MARITAL INVENTORY FEE:	\$ 35	\$35	_____
Paid online as inventory is taken			
ORGANIST:	(all organ) \$ 50	\$75	
Additional:	(all organ w/vocalist) \$ 75	\$100	
	(all organ w/added musicians) \$ 100 minimum	\$125	
	(Piano music while guests seated) \$ 60	\$ 85	
	(Piano music " " " w/vocalist) \$ 85	\$110	
	(Piano music " w/added musicians) \$110 minimum	\$135	

For members & non-members, **you must meet with the organist, Carole Bertram**, to finalize the fee. She is to be paid separately.

SOLOISTS: To be provided by the couple. A fee, to be discussed and set when the soloist is contacted, is paid directly to the soloist by the couple. The number of songs, practices and one or more soloists will adjust the fee.

AUDIO/VIDEO TECHNICIAN:	\$100	\$100	_____
(Church technician required if you are having a CD played or a vocal soloist using a CD in our system.)			
DVD copy of the wedding.	Variable		_____

CANDLES: (optional)

7-Branch Candelabra (2)	\$ 20	\$ 20	_____
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Hurricane Lamps (12)	\$ 16	\$ 16	_____
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CUSTODIAN: Wedding only	\$100	\$100	_____
With Reception	\$125	\$125	_____

FELLOWSHIP HALL:
 For Receptions See following page/Negotiable _____

TOTAL WEDDING FEES DUE TO CHURCH: _____

White runner: _____
 Provided by florist

Unity Candle: Y N
 Provided by Couple

**The marriage license must be turned into the church office
 by the Wednesday before the wedding.**

\$100 deposit is required to hold the date.

ALL fees – members & non-members – are due 1 week before the wedding.

Fees quoted above are subject to change.

Please read the following, sign and return to St. John UCC:

We understand that:

1. **No alcoholic beverages** will be used in the church or on the grounds.
2. **No rice** will be thrown within the church or on the grounds.
 Bird seed or bubbles are recommended. No fresh petals on the carpet. **No tape on the pews.**
3. **Couple is liable for any damages** that incur.
4. **A \$ 100 deposit** is required to hold the date. (Non-refundable after 2nd pre-marital counseling session).
5. The balance of the fee shall be paid no later than the week before the wedding.
6. **Marriage license is to be provided to the church office by Monday before the wedding.**

Signed _____ & _____

Date: _____ Date: _____

USE OF FELLOWSHIP HALL

Members Non-members

USE OF FELLOWSHIP HALL:

(For receptions)	No charge	\$ 50	_____
(50th Anniversary & over)	No charge	\$ 50	_____

RECEPTION CONSULTANT: \$ 30 \$ 50 _____

LAUNDERING OF LINENS: \$ 30 \$ 30 _____

SERVING:

Organization serving the reception (to 150)	\$ 40	_____
Each group of 50 over 150 people served.	\$ 10	_____
Buffet receptions (to 150)	\$ 50	_____
Each group of 50 over 150.	\$ 10	_____

RENTAL OF CHAPEL HEARTH ROOM: \$ 25 _____

TOTAL RECEPTION FEES: _____

TOTAL WEDDING FEES FROM FRONT: _____
(Excluding organist and/or soloist)

TOTAL FEES DUE TO THE CHURCH: _____
(Excluding organist and/or soloist)

	<u>Date Pd.</u>	
\$ 75 deposit for non-members:	_____	\$ _____
Balance of costs:	_____	\$ _____
Total paid:	_____	\$ _____

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Signed _____ & _____

Date: _____

Marriage License:

Stephenson county courthouse
Clerk & recorder
15 N Galena Ave
Freeport, IL

Premarital Inventory:

www.prepare-enrich.com

Life Innovations, Inc.

Minneapolis, MN 55440-0190