

WEDDING POLICY & CONTRACT

Tate x



Penny Davis <Tateunitedmethodist@etcmail.com>

11/30/15

Administrative Council be ready to approve or comment at our meeting on December 6.

TATE UNITED METHODIST CHURCH
WEDDING AND FACILITY USE FEE POLICY
FOR NON-MEMBER AND INACTIVE MEMBER

No date is considered officially reserved on the church calendar until the Wedding and Facility Use Fee Contract is returned and the \$50 non-refundable deposit is paid.

NON-MEMBERS AND INACTIVE MEMBERS

Application fee-non-refundable	\$50.00	\$ <u>50.00</u>
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***WEDDING AND REHEARSAL**

Sanctuary fee	\$600.00	_____
Church liaison fee	\$150.00	_____
Damage deposit	\$100.00 refundable	_____
Custodial fee	\$150.00	_____
Tate UMC Pastors fee for ceremony & premarital counseling	\$500.00	_____
Without counseling	\$300.00	_____
Tate UMC pianist fee-if available	\$300.00	_____

Miscellaneous supplies (as needed) \$100.00 _____

***REHEARSAL DINNER OR OTHER EVENT**

Fellowship hall & utilities fee \$400.00 _____

Church liaison fee \$150.00 _____

Damage deposit \$100.00 refundable _____

Custodial fee \$150.00 _____

Set-up & tear down \$400.00 _____

***WEDDING RECEPTION**

Fellowship hall & utilities fee \$500.00 _____

Church liaison fee \$200.00 _____

Damage deposit \$100.00 refundable _____

Custodial fee \$150.00 _____

Set-up & tear down \$400.00 _____

TOTAL \$ _____

Time allocations: Rehearsal 1 hour Rehearsal dinner 4 hours
Wedding 3 hours Reception 5 hours

*Ask us about local community discount

TATE UNITED METHODIST CHURCH
WEDDING AND FACILITY USE FEE CONTRACT
FOR NON-MEMBER AND INACTIVE MEMBER

Name of Bride _____ Name of Groom _____

Application fee of \$50.00 for reserving the date is due at the time the contract is signed.

All fees for the buildings are due four (4) weeks prior to the scheduled wedding or other event.

Checks should be made payable to Tate United Methodist Church.

We are requesting use of the Tate United Methodist Church facility for a

WEDDING on:

Date _____ Time _____

We are requesting use of Tate United Methodist Church facility for a

REHEARSAL on:

Date _____ Time _____

We are requesting use of the Tate United Methodist Church facility for a

REHEARSAL DINNER OR OTHER EVENT on:

Date_____ Time_____

Name of Caterer_____ Contact #_____

All professional caterers must be licensed and insured

We are requesting use of Tate United Methodist Church facility for a

WEDDING RECEPTION on:

Date_____ Time_____

Name of Caterer_____ Contact #_____

All professional caterers must be licensed and insured

Please keep one copy of this contract and return one to Tate United Methodist Church with your \$50.00 deposit.

Signature_____ Date_____

Phone_____ Email_____

Address_____

Return to:

Tate United Methodist Church / P.O. Box 116 / Tate Georgia 30177 ([770-735-3152](tel:770-735-3152))

TATE UNITED METHODIST CHURCH
WEDDING AND FACILITY USE FEE POLICY
FOR MEMBERS AND ACTIVE ATTENDEES

No date is considered officially reserved on the church calendar until the Event Contract is signed and returned to the church office.

MEMBERS: There is no charge for the use of the Sanctuary when the bride, groom, or one of the parents of either the bride or groom has been an active member or attendee of Tate United Methodist Church for at least six months prior to the request to schedule a wedding or event. However, there are custodial fees and a refundable damage deposit required for each building for all activities. If there are no damages to the church facility, the \$100 deposit will be refunded within two weeks following the wedding or event. You are responsible for decorations and set-up. The Church must be returned to its original condition. If you want the Church to assume set-up & tear down responsibility, there is an additional charge. There is also a fee if the Tate United Methodist Church pianist is used and is subject to availability. The pianist fee must also be paid to the church. All fees are due four (4) weeks prior to the scheduled event. Checks should be made payable to Tate United Methodist Church.

For bride or groom who meet above membership requirement

WEDDING & REHEARSAL

Sanctuary	0.00
Damage deposit	\$100.00 refundable
Custodial fee	\$100.00
TUMC Pianist fee	\$300.00
Pastor's Honorarium	Optional amount
Miscellaneous supplies (as needed)	\$100.00

REHEARSAL DINNER/ RECEPTION OR OTHER EVENT

Damage deposit	\$100.00 refundable
Custodial fee	\$150.00
Pastor's Honorarium	Optional amount
Set-up & tear down (if requested)	\$400.00

**TATE UNITED METHODIST CHURCH
WEDDING AND FACILITY USE FEE CONTRACT
FOR MEMBERS AND ACTIVE ATTENDEES**

Name of Bride _____ Name of Groom _____

All fees for the buildings are due four (4) weeks prior to the scheduled wedding or other event. Checks should be made payable to Tate United Methodist Church.

We are requesting use of the Tate United Methodist Church facility for a

WEDDING on:

Date _____ Time _____

We are requesting use of Tate United Methodist Church facility for a

REHEARSAL on:

Date _____ Time _____

We are requesting use of the Tate United Methodist Church facility for a

REHEARSAL DINNER OR OTHER EVENT on:

Date _____ Time _____

We are requesting use of Tate United Methodist Church facility for a

WEDDING RECEPTION on:

Date_____ Time_____

Name of Caterer_____ Contact #_____

All professional caterers must be licensed and insured

Please keep one copy of this contract and return one to Tate United Methodist Church.

Signature_____ Date_____

Phone_____ Email_____

Address_____

Return to:

Tate United Methodist Church / P.O. Box 116 / Tate Georgia 30177 ([770-735-3152](tel:770-735-3152))

TATE UNITED METHODIST CHURCH

WEDDING AND OTHER EVENT POLICIES

FOR MEMBERS AND NON-MEMBERS

PURPOSE

The intent of this policy is to insure that the sanctity of God's house is not violated and to avoid any misunderstanding about what is and what is not permitted in the use of the Tate United Methodist Church Sanctuary, Fellowship Hall, and other facilities.

Those who complete the contract for use of the facilities must also sign and agree to adhere to the policies stated in this

document.

Those desiring to use the facilities will fall in one of four categories: active members, active attendees, inactive members, and non-members.

GENERAL GUIDELINES

There is to be no use of alcohol, illegal drugs, or tobacco in the church facilities or on the church grounds.

There is to be no food or drink in the Sanctuary of the church.

Children are not to play or climb on the altar or chancel area or touch the musical instruments;

Children must be supervised at all times in the Fellowship Hall. Children are not allowed to go up and down the steps to the 1st or 3rd floors or enter the elevator.

Tate United Methodist Church cannot be held responsible for belongings left by those visiting or using the church facilities.

Care must be taken to insure that the facilities and contents are not damaged by use or decorations. Items may not be attached with nails, tacks, or methods which will damage or leave a residue.

Rice and bird seed may not be used.

Fresh flower petals may not be spread on the floor inside the sanctuary.

You are responsible for set-up and removal of decorations. Decorations must be removed before the next event or worship or within 24 hours, whichever comes first. While the Church will work with you to schedule, it is your responsibility to do so.

You are responsible for all dinnerware, food, and kitchen clean-up when food is served.

The Sanctuary is not large. Your guest list may not be more than 100 individuals.

PASTORAL COUNSELING

All couples who request to have a wedding at Tate United Methodist Church shall engage in premarital counseling with the pastor of Tate United Methodist Church or produce evidence of such with another minister or counselor with a letter. It is the couple's responsibility to schedule counseling with the pastor.

WEDDING OFFICIANT

If a couple who request to have a wedding at Tate United Methodist Church desires to have someone other than the minister appointed to Tate United Methodist Church, the person performing the ceremony must be an ordained or licensed pastor in the United Methodist Church.

DISCLAIMER

Each wedding may be subject to the church board review. Tate United Methodist Church reserves the right to refuse the use of the facilities to anyone or for any event.

FINANCIAL AGREEMENT / CONTRACT / DEPOSIT

The deposit, financial contract, and a copy of this agreement must be returned to Tate United Methodist Church before the wedding or other event will be scheduled for the church facilities. The date is not reserved until the deposit and signed forms are received. Payment for use is due four weeks before the wedding date or other event. I, _____, have read and will abide by these guidelines for use of the facilities of Tate United Methodist Church for my wedding or other event on _____.

Signature _____ Date _____

Phone _____ Email _____

Address _____

Return one copy of this contract and keep a copy for your reference.

Revised: December, 2015

Attachments area

[Preview attachment header.htm](#)

