
MOUNT OLIVE LUTHERAN CHURCH

10310 Scarsdale Boulevard
Houston, TX 77089
281-922-5673

FEE Schedule for Weddings

- 1] We offer the use of our building for weddings performed under the auspices of our congregation, even if you are not Lutheran, or do not belong to any church. The Lutheran Wedding Service, however, is a worship service, so there are restrictions as to music permitted.
- 2] Our minister, Pastor Randy Ledbetter, is available to conduct your service, provided it can be on a mutually agreeable time schedule. He is pleased to meet with you as often as needed during the planning stage, usually 3 times minimum, and as often as needed after the wedding.
- 3] We must be sure that the church calendar is cleared. Weddings are scheduled, and the date reserved at the time fee deposits are received.
- 4] A guest minister may conduct the service but only if he is an ordained Pastor of the Lutheran Church-Missouri Synod. We will secure the approval of the congregation.
- 5] We have calculated our facility costs to cover mostly utility expenses for heating and air conditioning for the rehearsal and service. The fees charged do not realistically generate income to the congregation, but do help defray maintenance, and utilities.
- 6] We do not have a custodian on staff, but instead use a custodial service by contract. We would prefer to have families who use our facilities to return them to us clean, and the way they found them, rather than have us hire a custodian. Our custodial service charges on contract. We can arrange for you to hire our custodial firm to clean at your expense. As noted, we would prefer that you clean up after you use the facilities and return them to the way they were found.

Sanctuary:	\$350.00	Provides sanctuary for a rehearsal, and for the service;
Service Fee:	\$ 150.00	Provides materials to assist in planning your wedding; We provide the service folder, and printing of the wedding service for the couple and their guests; We provide a pre-marital resource interview; The couple completes an inventory for their upcoming marriage; We schedule opportunity for the couple to meet with the Pastor to discuss items that might potentially be problems for a strong marriage. We arrange personal counseling sessions as needed. We provide basic candles, and other expendable supplies; We provide related routine secretarial services.
Organist Fee:		We have a beautiful baroque style tracker pipe organ. It requires skill to provide the beautiful music for the rehearsal and service. The couple will need to speak with the organist personally to arrange for suitable music. Contact our organist, Ms. Carol Oborn for her fees. 281-217-8909.
Minister Fee:		Pastor provides personal counseling for the couple (4 sessions); Pastor is present for the wedding rehearsal, the wedding, and reception. Pastor has no fee charged. He accepts only gifts. His goal is that the couple attends church at Mount Olive regularly on Sundays during the time of counseling period prior to the wedding.

Our Fellowship Hall:

\$60.00	Per hour. Calculate time of use, plus time of decoration and set up.		
	<i>As example</i> , a reception from 6 pm to 10 pm	= \$300.00	
	Clean up time 10 pm to 12 pm	= \$150.00	
	Decoration on the night before 6 pm to 8 pm	= <u>\$150.00</u>	
			\$600.00

\$100.00 Additional if alcoholic beverages are to be served from a bar. This covers the additional wear and tear on the facility. It is understood that the function may not charge [a cash bar, where guests purchase beverages.] The party assumes all responsibility and liability.

\$100.00 Additional charge is required to provide for a uniformed police officer at the event when alcoholic beverages are offered. If the officer determines that certain persons have had too much to drink, the persons will forfeit vehicle keys. They will be asked to leave by transportation provided at their expense [cab, or private vehicle]. This is to protect against any danger.

\$150.00 Refundable deposit when the hall is cleaned and returned to the condition it was found in prior to the reception preparations.

All Fees are payable: 50% deposit, plus \$150 refundable security deposit in advance.
This fee is paid at the time event is scheduled on the church calendar.
All balance amounts are due one week prior to the service.

REBATE: To encourage couples who are not going to church regularly, to attend worship at Mount Olive prior to the wedding, Pastor Ledbetter waives his fees, up to the maximum charged, for each week the bridal couple personally attends worship together at Mount Olive prior to the service. This provision can greatly reduce out-of-pocket expenses for the bridal couple.

I (we) the undersigned have read The Fee Schedule, and hereby agree to the terms of this contract.

Signed	Print Name	Date

Signed	Print Name	Date

Office use only:

Scheduled on the Calendar: _____

Deposit received _____

Balance paid: _____

Security deposit refund request voucher from our payables accounts: _____