

RICHLAND LUTHERAN CHURCH

Wedding and Reception Fee Schedule and Invoice

PLEASE CONSULT WITH THE WEDDING AND RECEPTION COORDINATORS BEFORE COMPLETING

Bride _____ Groom _____

Bride's Address _____

City/State/Zip _____

Day Phone _____ Eve Phone _____ Email _____

Wedding Date/Time _____ Reception Date/Time _____

WEDDING & FACILITY FEES -- Payable to Richland Lutheran Church

| | Members | Non-Members | |
|---|---------|-------------|----------|
| <input type="checkbox"/> Sanctuary | No Fee | \$350 | \$ _____ |
| <input type="checkbox"/> Chapel | No Fee | \$100 | \$ _____ |
| <input type="checkbox"/> Pew Candles | No Fee | \$ 25 | \$ _____ |
| <input type="checkbox"/> Candelabra | No Fee | \$ 25 | \$ _____ |
| <input type="checkbox"/> Reception Area | No Fee | \$100 | \$ _____ |

(If reception area is checked, see reception fees below)

TOTAL OF CHECK TO RLC \$ _____

KEY AND DAMAGE DEPOSIT -- Separate check to RLC \$ 100.00

A refundable damage and key deposit of \$100 is also payable at the same time.

If rice or birdseed is used on church grounds, the deposit will be retained to cover the additional cleanup costs.

HONORARIUMS/FEES – payable to individuals or organizations

| | Members | Non-Members | |
|--|--------------------|-------------|----------|
| <input type="checkbox"/> Pastoral Honorarium | at your discretion | | \$ _____ |
| <input type="checkbox"/> Organist (consultation/wedding) | \$100 | \$100 | \$ _____ |
| <input type="checkbox"/> Organist (rehearsal) | \$ 50 | \$ 50 | \$ _____ |
| <input type="checkbox"/> Wedding Coordinator | \$ 75 | \$ 75 | \$ _____ |
| <input type="checkbox"/> GNMM (videotaping) | \$200 | \$200 | \$ _____ |

RECEPTION FEES -- Payable to Richland Lutheran Church Women

| | Members | Non-Members | |
|--|-------------------|-------------|----------|
| <input type="checkbox"/> Up to 60 guests* | | | \$ _____ |
| <input type="checkbox"/> 61-120 guests* | Consult with RLCW | | \$ _____ |
| <input type="checkbox"/> Over 120 guests* | | | \$ _____ |
| <input type="checkbox"/> Additional Charges* | | | \$ _____ |

TOTAL OF CHECK TO RLCW \$ _____

**Bring all fees and the marriage license to the church on the Monday prior to the wedding/reception.
Richland Lutheran Church is on the corner of Van Giesen & Stevens in Richland. 509-943-3164**

| | | | |
|---------------|-------------------------|----------------------------|------------|
| Distribution: | Officiating Pastor | Bride and Groom | RLC Office |
| | RLC Wedding Coordinator | RLCW Reception Coordinator | |