

**FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST**  
**700 POYNTZ AVENUE, MANHATTAN, KS 66502**  
**(785) 537-7006**

**MARRIAGE AGREEMENT**

We, \_\_\_\_\_ and \_\_\_\_\_ desire to be married at First Congregational Church U.C.C. on \_\_\_\_\_ at \_\_\_\_\_ A.M./P.M.

**The typical fee for a marriage service is \$950.00.** This includes the use of the facility and payment of the pastor, coordinator, organist, and custodian. Please note that if you are using our pastor's services for the required pre-marital counseling, there is an additional \$235 fee for that service, payable directly to the pastor at the first pre-marital session.. **In order to schedule your ceremony, a signed agreement along with a non-refundable deposit of \$200.00 is required.** The deposit will be applied to the overall fee.

The balance of the fee (typically \$750.00) is to be paid no later than one month prior to the rehearsal date. At that time, a damage/cleaning deposit of \$150.00 is also to be paid by separate check. The damage/cleaning deposit will be refunded within 10 days of the ceremony provided there are no damages, no tampering with thermostats or equipment, and no excess custodial services (more than 3 hours) required. If there are damages to the premises and/or equipment, an amount to be determined by church officials will be withheld from the deposit. Should damages exceed the amount of the deposit, you will be held responsible for full reimbursement of the costs to clean and/or repair damages.

The building use fee is \$300. Additionally, the Church will provide the following persons to assist with your ceremony:

- Our Pastor will meet with your prior to your marriage, guide the couple and other members of the party during the rehearsal, and perform the ceremony. The pastor's fee for the rehearsal and ceremony is \$300. (If you are using our pastor for your required pre-marital counseling, there is an additional \$235 fee that you will pay directly to our pastor when you begin those sessions.)
- The Coordinator will work closely with you and assist with all arrangements for the ceremony. The Coordinator will be available for pre-planning, the rehearsal, and the ceremony, and will assist you in any way they can. The typical fee for the Coordinator is \$125 and more details are available in the "Celebrating Your Marriage" booklet.
- The Church Organist will assist you with musical selection and play the organ at the rehearsal and during the ceremony. The typical fee for the organist is \$150 and more details are available in the "Celebrating Your Marriage" booklet.
- The Church Custodian will be responsible for cleaning the areas of the Church that will be used by the couple, the party, and guests. The typical fee for the custodian is \$75 and more details are available in the "Celebrating Your Marriage" booklet.

**We understand that we are to make a non-refundable deposit of \$200 at the time of reservation. This amount will be applied towards the balance of the remaining fees. The balance is due one month before the ceremony. Additionally, the refundable damage/cleaning deposit of \$150 is due one month before the ceremony, as a separate check. We have received a copy of the "Celebrating Your Marriage" booklet and we agree to abide by the policies and procedures as outlined.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All checks should be made payable to: "First Congregational UCC" and returned with this form to the address above.

Form revised June 2015