

MSLC Indoor/Outdoor Wedding Information Sheet

Indoor Wedding: \$425, Outdoor Wedding: \$575

Pastor's Honorarium (suggested): \$175

Damage deposit: \$250

Wedding Party provides:

1. Estimated number of wedding guests
 - a. Must have an inclement weather plan (Outdoor)
2. Wedding License
3. Soloist
4. Pianist/musicians
5. Unity ceremony items (optional)
 - a. Unity candles/sand including the holders and vessels
6. Wedding bulletins/programs
 - a. Two weeks prior to the wedding date, the minister must review the programs
7. Flowers
 - a. Name of florist and contact information
 - b. If flower petals are to be used, all petals must be removed by the Wedding Party after the ceremony
 - c. No tape shall be used
8. Photographer/videographer
 - a. Name of photographer/videographer and contact information
 - b. Determine if pictures will be before or after the ceremony
 - c. Arrival time of the photographer/videographer
9. Music for before and during the ceremony
 - a. The minister must approve of the music
10. Wedding decorations on the pews (Indoor) or chairs (Outdoor)
 - a. No tape shall be used.
 - b. All decorations must be set up by the Wedding Party and removed after the ceremony
 - c. No rice, seeds, bubbles or confetti in the sanctuary, Maple Hall or on the church steps or ramp (Indoor)
 - d. No rice or confetti permitted (Outdoor)
11. Wedding party food and refreshments
 - a. No alcohol or red beverages are permitted
 - b. No smoking allowed within the church building
12. Rehearsal party food and refreshments
 - a. No alcohol or red beverages are permitted
 - b. No smoking allowed within the church building
13. A \$100 non-refundable deposit is required to secure your reservation date
 - a. Remaining fees are due on or before the rehearsal.
14. A damage deposit of \$250 is required on or before the day of the rehearsal. The damage deposit will be refunded to you upon proper clean up and no damage found within 10 working days after the wedding.
15. Provide water for Wedding Party and guests
16. Provide bug spray for personal use (Outdoor)

Maple Sheyenne has available for your use:

1. If the expected attendance for an indoor service exceeds 225 people, MSLC will not be able to accommodate the ceremony.
 - a. The sanctuary holds 125 people.
 - b. Overflow space in Maple Hall holds 100 people which will be set up for theater style seating.
 - i. Live video of the ceremony will be provided
2. If the expected attendance for an outdoor service exceeds 350 people, MSLC will not be able to accommodate the ceremony.
 - a. 200 chairs are available. If more are needed, the Wedding Party must provide
3. Sound equipment for the ceremony including a soloist mic
4. Communion ware and supplies
5. Altar candles or candelabras (Indoor)
6. Four pew reserved signs (Indoor)
7. Piano
8. Table and podium for guest book and gifts
9. MSLC Coordinator
10. Two changing rooms
11. Access to restrooms and kitchen area in Maple Hall (Outdoor)
12. Signage to outdoor worship area (Outdoor)

Any damages to Maple Sheyenne Lutheran Church property will be the responsibility of the Wedding Party.

Maple Sheyenne Lutheran Church does not assume any responsibility for any items left after the rehearsal and ceremony at the church.

All checks are to be payable to Maple Sheyenne Lutheran Church.