



WEDDING RECEPTION FEES 2/2021

2070 Ridgecliff Road, Columbus, OH 43221 Phone: (614) 451-6677 Email: covenant@covenantpcusa.org

www.covenantpcusa.org

FEE SCHEDULE

	MEMBER ¹	NON-MEMBER	APPLICABLE FEE
▪ Fellowship Hall (reception or rehearsal dinner)			
up to 25 people	\$100	\$100	\$ _____
26-49 people	\$150	\$150	\$ _____
50-100 people	\$200	\$200	\$ _____
101-149 people	\$250	\$250	\$ _____
150-199 people	\$300	\$300	\$ _____
200 and more people	\$350	\$350	\$ _____
▪ Big Kitchen	\$150	\$150	\$ _____
▪ Lounge (Reception or rehearsal dinner)	\$100	\$100	(plus refundable deposit) \$ _____
▪ Set up, tear down, run sound system Fellowship Hall	\$ 50	\$ 50	\$ _____
▪ Coordinator for Reception or Rehearsal dinner	\$100-\$150	\$100-\$150	(\$ depends on # of guests) \$ _____
<u>Staff person must be on site for duration of event</u>			

TOTAL COST:

LESS DEPOSIT MADE ON _____, 20 _____ ²	(Member / Non-Member) Circle one	\$ _____ \$475. / \$525.
TOTAL AMOUNT DUE ON _____, 20 _____ ³		\$ _____
Total Amount Paid on _____, 20 _____		\$ _____

Bride _____

Groom _____

Wedding Date _____

Rehearsal Date _____

¹ For the member rate, the bride or groom will ordinarily have been a member of Covenant for at least one year prior to the wedding date.

² A deposit of \$475. (member) or \$525. (non-member) is due at the time the wedding is placed on the church calendar.

The deposit is refundable up to 30 days before the wedding date (less \$50. consulting fee for Coordinator).

³ All fees are due no later than 6 weeks before the wedding. A check for all applicable costs should be made payable to the "Covenant Presbyterian Church."

*Includes unlock and lock up, sanctuary sound system, set up, tear down, clean up.

PLEASE RETURN THIS FORM ALONG WITH A CHECK FOR THE BALANCE DUE TO THE OFFICE ADMINISTRATOR. Retain a copy for yourself.

Approved by: _____ Officiating Pastor _____ Wedding Coordinator _____ Minister of Music/Organist _____ Office Manager

Copies To: _____ Financial Administrator _____ Office Manager _____ Wedding Coordinator