

**MEMBERS**  
**WEDDING FEE AND FACILITY USE GUIDELINES**  
**OUR REDEEMER'S LUTHERAN CHURCH**  
**BENSON, MN**

To reserve your date a non-refundable deposit of \$70.00 must be paid to the church office at the time your event is scheduled. All fees must be paid one week before the wedding. This deposit will be applied to the fees providing there are no damages.

**WEDDING FEES:**

Sanctuary	No charge
Chapel	No charge
Fellowship Hall	No charge
Fellowship Café	No charge
Basement Kitchen	\$50.00 (checks payable to ORW)
Counseling Assessment Tool	\$35.00

**CUSTODIAL FEES:**

Sanctuary	\$ 70.00
Chapel	35.00
Fellowship Café	25.00
Fellowship Hall	50.00 for 1-100 60.00 for 101 – 200 70.00 for 201 +

Organist Fee: please talk to organist about his/her fee

Soloist Fee: please talk to soloist about his/her fee

Pastoral Honorarium:

NOTE: All fees should be paid in the church office. They are due by the time of rehearsal. Make individual checks to the persons involved (organist, soloist, custodian, pastor, ORW, etc.).

**ALTAR INSTRUCTIONS**

Do not put flowers on altar cloth. Always put a protective mat under plants and the unity candle.

**ALL FUNCTIONS**

No alcoholic beverage anywhere on the church property. No smoking permitted in the building. Any function or activity involving children should have a responsible adult in charge. Activity

or function should be restricted to the area rented. Children are not permitted to play in or ride up and down the elevator.

Nothing is to be loaned from any part of the church without prior approval and a signed statement of use and return.

Please advise the church office whether or not the function will be catered. The kitchen fee includes: the use of all dishes, silverware, coffeepots, towels, silver service set and punch bowl, three hours of dishwashing time (operated by our operator) and the laundering of dish towels, three hours of coffee making time (by our coffee maker). If dishwashing or coffee making goes over three hours, you must pay \$5.00 an hour overtime. Two or three dish wipers are needed, which you will provide. You must also provide people to clear and wipe tables in the dining room. Furnish your own foil, waxpaper, paper towels, coffee, etc. No dishes or cookware are to leave the kitchen. The kitchen must be left as it is found.

October 2012