



September 29, 2021

Dear Engaged Couple,

Your wedding day will be one of the biggest days of your entire life. We are honored to be a part of it. Together we will make it memorable for you and all your family and friends.

We take marriage seriously at Mt. Hope and we honored to be a part of your special day in your life! While Mt. Hope does not require a set amount of church attendance in order for you to have your wedding here, we would love you to know you are invited to attend at least a few services at Mt. Hope if you are able to do so!

We look forward to hearing from you and planning your special day!

It is our privilege to serve you in this way!

Wendy Hardy
Wedding Coordinator
248-761-8046
Email: whardyshiloh@gmail.com

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PHONE 734-425-7280
www.mthope.com

FEE SCHEDULE AND INFORMATION

A Deposit is necessary to reserve your wedding date. You must fill out the "Commitment Sheet" and have it on file in the church office before your wedding will be placed on the church events calendar.

The facility usage fee for a wedding at Mt. Hope is \$450. **A \$200 deposit is required to secure your wedding date. The remaining \$250 is payable at or before your wedding rehearsal. Please make check(s) payable to: "Mt Hope."**

In order to properly coordinate and manage your wedding rehearsal, wedding day, and church coordination, you are also required to use our facility wedding coordinator. **You may pay Mrs. Wendy Hardy directly at or before your wedding rehearsal. That fee is \$150. Contact her at (248) 761-8046 or email whardyshiloh@gmail.com.**

- **Total required fee for a wedding at Mt. Hope is \$600. (\$450 directly to the Church and \$150 directly to Mrs. Wendy Hardy)**

This fee includes:

- Sanctuary Usage for up 2 hours for your rehearsal and up to 4 hours on your wedding day.
- Brides Room usage up to 2 hours before the wedding and 1 hour after the ceremony.
- Use of audiovisual equipment in the Sanctuary. (Recorded music may be used for vocalists and during the wedding but if used for the processional you must use the same selection for the bridesmaids and the bride, i.e. CD cannot be changed during the processional).
- Our Wedding day "Director" to make sure the wedding runs smoothly.

Make check payable to: "Mt. Hope"

Payable at or before your rehearsal. (Preferably up to 2 weeks prior to rehearsal)

Additional Options:

- Rev. Dr. Jeffrey Luchun is available to officiate your wedding. Inform the wedding coordinator of your desire for him to officiate your wedding. **You may pay him directly at or before your wedding rehearsal. That fee is \$250.**
- Sharon Boylan is our church musician. You can discuss her fee with her, based on her required time for your wedding. **Her fee is generally \$100.** However, she may charge extra for additional rehearsal(s) with soloists. Her deadline for musical selections is at least 4 weeks before your wedding. Please contact her yourself and pay her directly for her services. Her email is: smboylan@yahoo.com

Vocalist: We are pleased to have a professional vocalist at Mt. Hope. Cheryl Myatt has produced two CD's and is in much demand. If available, she will gladly sing at your wedding. Her fee is \$100 (this fee is in addition to the package and should be paid directly to her). Her number is (248) 471-3492. Like the organist, Cheryl needs ample time to find your requested music and to rehearse. Please have your music selections to her 4-6 weeks in advance.

We also have an outstanding male vocalist who may be available. Mitchell Hardy. His number is: (248) 231-3655. His fee is \$100 (this fee is in addition to the package and should be paid directly to him). Please have your music selections to him 4-6 weeks in advance.

Rehearsals: Please schedule your wedding rehearsal for the **Thursday** prior to your wedding. Friday rehearsals can sometimes be accommodated if necessary, but we ask that you respectfully make every attempt to honor the Thursday wedding rehearsal policy.

Photographers: should be informed that they should limit their "church time" to 45 minutes after the end of the wedding and that they may NOT use flash during the service.

Wedding Director: **Wendy Hardy is our wedding director.** She is your main point of contact for wedding details. She makes sure the church is open on time and locked when everyone is gone. She directs the rehearsal and the wedding service, and she makes sure the church is ready for worship on the following Sunday. Please contact her shortly after your wedding date is approved. **Her number (248) 761-8046.**

Limousines: If you plan to arrive at the church by limo, please give the driver ample time to get everyone to the church on time. Stress levels raise significantly when wedding party members arrive just minutes before the ceremony

SUMMARY OF INFORMATION

FEES: \$600 (includes the \$200 Deposit)

**Please pay all fees or before your rehearsal in
accordance with above information.**

WEDDING INFORMATION COMMITMENT FORM

(Please complete and return this form with deposit as soon as possible to reserve your date)

Name of Bride: _____ Name of Groom: _____

Phone Numbers: Daytime: _____ extension _____ Whose number? _____

Evening: _____ Whose number? _____

Mailing Address: _____

Email Addresses: _____

WEDDING: Day of Week: _____ **Date:** _____ **Time:** _____

REHEARSAL: Day of Week: _____ **Date:** _____ **Time:** _____

Please plan to have your rehearsal on a **Thursday** unless you have discussed another day with the Pastor.

How many people do you anticipate being at your wedding service? _____

How many do you expect to have in your wedding party (including yourselves)? _____

Will the wedding be at Mt. Hope or another location? _____

Do you have musicians in mind or will you plan to use the church organist and/or soloist? (*YOU must contact all musicians yourself -- see your information letter for their phone numbers*) _____

Do you both find all of the "requirements" listed in the wedding information letter enclosed acceptable and commit yourselves to accomplish all assignments? _____

Please sign below for acceptance

Groom

Bride

Please pay all fees at the time of your second session or before.

Check should be made to: "Mt. Hope Congregational Church."

Do Not Write Below This Line – Office Use Only