

**Westminster Presbyterian Church**  
 3416 Woolworth Avenue, Omaha, NE 68105  
 (402) 345-5423 E-mail [westminsteromaha@msn.com](mailto:westminsteromaha@msn.com)

**Church Use Contract for Weddings**

<b>Bride</b>	<b>Address</b>
<b>Phone</b>	<b>E-mail</b>
<b>Groom</b>	<b>Address</b>
<b>Phone</b>	<b>E-mail</b>

Event Date & Time	
Rehearsal Date & Time	
Floral Delivery Time	
Church Decorating Time	
Reception Hall Decorating Time	
Caterer Delivery Time	

Permission is granted to use the following areas of the church:			
For the Ceremony & Wedding photography:	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Kiewit parlor	<input type="checkbox"/> Church lawn
For dressing:	<input type="checkbox"/> Kiewit parlor	<input type="checkbox"/> Library	<input type="checkbox"/> Restrooms
For fellowship & snacking before wedding:	<input type="checkbox"/> Fellowship Hall/auditorium	<input type="checkbox"/> Nursery	<input type="checkbox"/> Kitchen
For wedding reception:	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Kitchen

	Members	Non-Members		
Fees	Fee	Fee	Fee Paid	Date Paid
Church	*Donation	\$500.00		
Pastor	**Honorarium	\$275.00		
Custodial	\$150.00	\$150.00		
Church wedding assistant	\$150.00	\$150.00		
Sound	\$50.00	\$75.00		
Organist	\$180.00	\$200.00		
Reception Hall	\$200.00	\$300.00		
Custodial Fees for Reception	\$50.00	\$75.00		
Holiday Rates	*Donation	\$150.00		
<b>Total Fees</b>				
<b>Deposit (non-refundable)</b>	<b>\$200.00</b>	<b>\$300.00</b>		
<b>Security Deposit (refundable)</b>	<b>\$100.00</b>	<b>\$100.00</b>		
<b>Total Due</b>				

We the undersigned grant Westminster Presbyterian Church right to use and incorporate, in whole or part, photographs taken of us in relationship to our wedding, without further consideration and/or compensation.  
 Bride's signature \_\_\_\_\_ Groom's signature \_\_\_\_\_

- **Both deposits (see above) required to reserve rehearsal and wedding dates.**
- **Balance must be paid in full by \_\_\_\_\_ (one week prior to rehearsal date).**
- Church furniture, decorations, etc. shall not be rearranged without prior approval.
- Child care available (price available upon request).
- The main sanctuary seats 252 people with an additional 100 seats available in the balcony.
- There are 11 pews per side. The aisle is 5 feet wide and 49 ½ feet long with another 9 ½ feet up the steps and onto the worship platform.

\*To cover utilities and administrative costs.

\*\*For counseling, rehearsal and wedding.

Bride's signature \_\_\_\_\_ Groom's signature \_\_\_\_\_

Date Session Approved \_\_\_\_\_