

SPECIAL EVENTS

Anniversaries, Showers, Receptions Etc.

MEMBERS

Facility = No Charge

All food must be catered or brought in.

Serving Donation = \$150

Custodial Fee = \$75

**Members can opt to do the cleaning themselves*

NON-MEMBERS

Facility = \$150.00

[Included in wedding fee]

All food must be catered or brought in.

Serving Donation = \$150

Custodial Fee = \$75

[Included in wedding fee]

Facility usage Request Form

Facility Areas Requested _____

Date Reserved: _____

Time Reserved [including set-up] _____

Name of Group _____

Non-Profit? YES NO

Purpose of gathering _____

of Participants _____

Contact Person _____

Phone # _____

Email _____

Mt. Zion Member? YES NO

Requirements

[including quantity & description]

Chairs: _____

Tables: _____

AV Equipment: _____

Other: _____

ROOM SET-UP Diagram

NON-PROFIT COMMUNITY EVENTS

MEMBERS/NON-MEMBERS

Facility = No Charge

*If the meeting will be monthly/weekly,
it must be approved by the council.*

*Organization is responsible for all
clean-up. If left unclean, a \$75
custodial fee will be charged.*



FEES:

Pastor _____ Organist _____ Custodian _____

WECLA _____ Facility _____

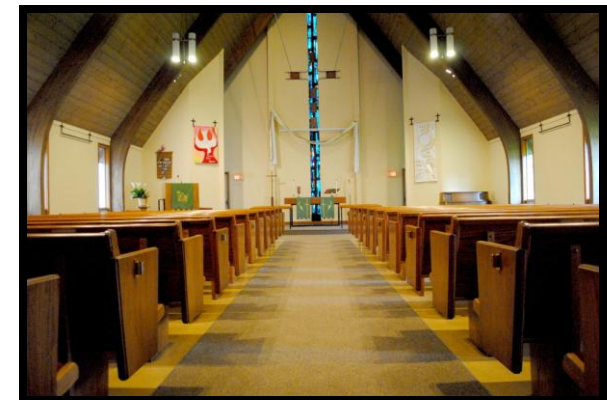
Facility Usage Information

505 13th St. So.
Hudson, WI 54016
(715) 386-5409



Mt. Zion Lutheran Church

Revised 6/10/2013



Sanctuary
Seats 200

FUNERALS

MEMBERS

Facility = No Charge.

Provide and Serve Lunch = \$250

up to 150 people

*Basic lunch ~ Sandwiches, pickles,
cake/bars, coffee & milk*

Serve Catered Lunch = \$150

Organist Fee = \$125

*Any guest organist must contact church
concerning instruction for the organ.*

Honorarium to Pastor = \$150

NON-MEMBERS

Facility = No Charge

Provide and Serve Lunch = \$250

*up to 150 people

*Basic lunch ~ Sandwiches, pickles,
cake/bars, coffee & milk*

Serve Catered Lunch = \$150

Honorarium to Pastor = \$150

Organist Fee = \$125

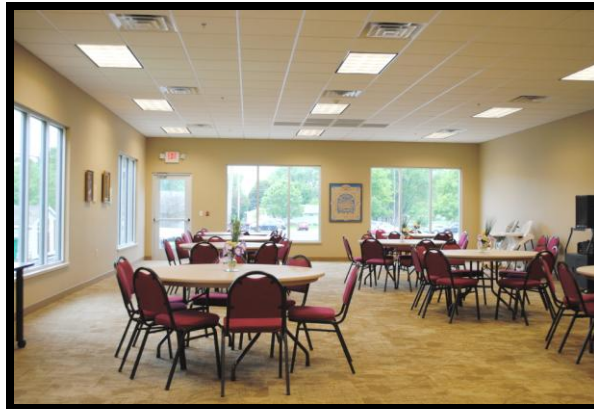
*Any guest organist must contact church
concerning instruction for the organ.*

Sanctuary Seats 200
Fellowship Hall Seats 80
Commons Seats 100

OUR FACILITY



Commons



Fellowship Hall Seats 100



Kitchen

WEDDINGS

MEMBERS

Facility = No Charge

Custodial Fee = \$75

*Members can opt to do the cleaning
themselves*

Honorarium to Pastor = \$150

Includes Rehearsal and Ceremony

Organist Fee = \$200 / \$250

*\$200 if organist does not attend rehearsal,
\$250 if organist attends rehearsal.*

Food Service = See Special Events

NON-MEMBERS

Facility = \$300

Custodial Fee = \$75

Honorarium to Pastor = \$150

Includes Rehearsal and Ceremony

Organist Fee = \$200 / \$250

*\$200 if organist does not attend rehearsal,
\$250 if organist attends rehearsal.*

Food Service = See Special Events

Sanctuary fees are due on the date the
reservation is made and will be
refunded up to 6 months before the
wedding date.