



# FIRST UNITED Methodist Church

A Wedding is one of life's most meaningful experiences. No matter how modest or elaborate the arrangement, something of great significance occurs. Two people, before God and witness, commit themselves to each other in covenant love. They pledge their faithfulness to God and one another forever.

A Wedding at First United Methodist Church is a celebration of worship. We celebrate the uniting of two persons in such love. The setting can be arranged in either our chapel, appropriate for a smaller ceremony, less than 80 people, or in our beautiful sanctuary, fit for a much larger service.

Thank you for sharing this occasion with us and taking your first steps towards celebrating with us.

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# Arrangements

## Ceremonies:

The wedding ceremony is an expression of worship, joy, celebration, community, respect, dignity, and love. We at First United Methodist Church would love to join you in holy matrimony with the one you love.

We have two ceremony locations for you to choose from and several add-ons if desired. If you haven't booked a tour with us yet, please arrange to do so. Our wedding coordinator would love to show you all the ceremony and reception spaces First United Methodist Church has to offer, as well as both of our getting ready rooms for the couple and their attendants.

- Our Chapel can seat 80 persons, not including those standing at the altar.
- Our Sanctuary can seat up to 1000 persons, not including those standing at the altar.
- The church owns several sets of candelabras that are available for you to use. Any fabric, flowers, or other decorations attached to the brass must be done with coated florist wire or pipe cleaners.
- Pew decorations attached to the end of pews must be placed without the use of any type of tape. Our wedding coordinator has approved pew hangers available for you to use. Please designate a person associated with the wedding party to be responsible for removing all decorations following the ceremony. Pew hangers and any other borrowed items must be returned to the wedding coordinator at this time.
- We do require one of our United Methodist Ministers officiate, but most are willing to work with your pastor or officiant in for a two-minister ceremony!
- First United Methodist Church can record your wedding for you! Videography in our Sanctuary includes a static camera and a dynamic, moving camera, as well as a sound technician. In the Chapel, due to space restrictions, we have one camera. This is not a follow-you-around, movie-like videography package. You can request a digital copy of your ceremony video.

## Rehearsals:

Rehearsals are vital to a smooth wedding ceremony, as they help all people, including you, your wedding party, your pastor, and your coordinator learn the routine for your very individual and special ceremony. An hour-long rehearsal is to be scheduled for you the evening before your wedding. Arrive at the church with your wedding party, all parents, ushers, personal attendants, videographer, and anyone helping in the ceremony. At this time, your wedding coordinator will take your marriage certificate and any unity ceremony items for you.

First United Methodist Church also offers a Rehearsal Dinner space in our Parlor. These dinners could be professionally catered, self-catered, delivered, or pot-luck style. We require everything brought for the rehearsal dinner be taken out that same evening.

## Simple Ceremony

We also offer a "simple ceremony" package for simple vow renewals or microweddings. These simple ceremonies allow for use of the ceremony space for up to 2 hours, but no getting ready spaces or rehearsal time can be provided in these packages.

## Receptions:

Weddings are not only about the couple, but the families and friends that have helped them on their journey. Celebrate your love with the people you love at a reception hosted at First United Methodist Church. We have three reception locations available at the church.

- The Hospitality Center can accommodate up to 80 people for a general reception.
- Our Fellowship Hall can accommodate up to 200 people for more elaborate receptions.
- The Parlor can accommodate 36 people for a seated reception, or up to 60 for an appetizer-only style event.
- We provide tables, chairs, and white linens for your reception.

Cake, florals and any other decor can be delivered at any point once we've opened the church for you. Please inform your wedding coordinator of what time these items will be arriving. We do not allow alcohol on the premises. Please request that your DJ play music at reasonable sound levels, in respect for the building.

## Music:

Both ceremony spaces have their own beautiful pipe organ. If you'd like organ music at your ceremony, please inform your coordinator so she can ensure one of our organists will be available for your service. Afterwards, she will provide you with their contact information so you can arrange your music. The organist will meet with you at least two weeks before your wedding to arrange any music.

## Pictures:

The sanctuary or chapel will be available for pictures 1 hour before the ceremony. Please have your photographer check with the pastor so they can share their guidelines and expectations for photography before and during the ceremony. The officiating pastor will be happy to remain immediately after the ceremony to recreate any portion of the service with the photographer. The ceremony space will remain open to you for an hour after the ceremony is scheduled to end. We ask that your personal videographer's camera remain stationary during the ceremony.

## Fees

Chapel Ceremony	\$1375	Simple Chapel Ceremony	\$850
Sanctuary Ceremony	\$1950	Simple Sanctuary Ceremony	\$1050
Organist Fee	\$200	Rehearsal Dinner Venue in Parlor	\$500
Ceremony Videography	\$200	Reception Site Fee	\$1500





*Chapel*



*Parlor*



*Bride's Room*



*Sanctuary*

## Policies

- I. The price of the wedding includes regular custodial set-up and clean-up costs, any wedding audio-visual equipment usage, wedding coordinator charge, and light and sound engineer fee. The price does not include items that are the responsibility of the wedding client, including but not limited to: unity candle, flowers, or decorations.
- II. A \$200 deposit is used to secure your wedding date. This deposit is refundable if the wedding is canceled or the date moved within 30 days of the wedding. The deposit will be returned to you following the wedding via USPS provided no facility rules have been broken. The total cost of your wedding must be paid at least one month prior to the date of your wedding.
- III. If the ceremony extends beyond an hour after the start time, or extends past the time of the church's scheduled closing for the day, you are responsible to the church for the additional cost of custodial and security staff, amounting to \$100 every half hour past closing. If the wedding coordinator is requested for extended hours, or she is detained by you, beyond the time frame of ten hours total for rehearsal preparation and wedding day, an added fee of \$25 per half hour will be charged. If reception is being held at First United Methodist Church, our wedding coordinator will be available for five extra hours
- IV. Send-offs and Thrown Items: No real flower petals may be used for the flower girl. Because of the danger of injury and the difficulty in cleaning, the throwing of rice or birdseed at the newlyweds is not permitted. Due to city ordinance, sparkler exits are disallowed. Bubble or glowstick exits are a safe, legal alternative to be used outside the building.
- V. Alcohol: Alcohol is not permitted on site. Persons refusing to abide by this policy will be asked to leave the site immediately.
- VI. Smoking: Smoking is not permitted anywhere in the building.
- VII. Ceremonies: The ceremony space is available at least 90 minutes prior to your wedding.
- VIII. Receptions: Unless otherwise agreed to, caterers must supply all required catering items, including but not limited to plates, utensils, and drinkware. A clean-up crew or person must be designated to remove and transport any personal items such as gifts or decor after your event. You and your vendors are expected to leave the facility exactly as when you arrived. Rehearsal Dinners and Bridal Showers are held under the same rules outlined in this contract for ceremonies and receptions.
- IX. Safekeeping of Gifts and Valuables: The church is not responsible for any items left during and after any event.
- X. Recording or Streaming: All music used in your ceremony that is being either recorded or streamed must be covered under the church's copyright license permissions. If it is not, the church cannot livestream your ceremony, and will not allow for the public release (i.e. through social media) of your ceremony video. If you release the video anyways, you take on the responsibility of any copyright fines.
- XI. Changes: In the unlikely event the customer is required to change the date of the event or wedding, every effort will be made to transfer reservations to support the new date. The client must further understand that last minute changes can impact the quality of the event and that First United Methodist Church is not responsible for any compromise in quality due to a date change.
- XII. Cancellations: In the event a wedding is canceled 30 days prior to the event or before, the customer may receive deposit and any advance payments returned in full. In the event of cancellation within the 30 day period, the customer will receive advance payments, excluding \$200 deposit, returned to them.