

WEDDING POLICIES FOR NON-MEMBERS

ARRANGEMENTS AND AGREEMENT FOR PERSONS WHO ARE NOT MEMBERS OF UNION CHURCH AT CHELSEA PARK.

We welcome the opportunity to offer you the ministry and service of our church for your celebration of marriage. This is an important occasion for you and your families and we desire to assist you in making this a happy and joyful occasion.

ARRANGEMENTS AND SCHEDULE: Once you have seen the facilities we offer and you are ready to schedule your wedding you must do so with the church secretary. **YOU MUST ALSO SIMULTANEOUSLY SCHEDULE TWO COUNSELING SESSIONS WITH THE PASTOR OF UNION.** If an outside pastor is used for the ceremony, his or her contact information must be provided to the church secretary at the same time the reservation is made. He or she will be contacted by the Pastor of Union. The Pastor of Union has the ultimate authority in all decisions regarding use of all facilities and wedding service.

SECURITY DEPOSIT: A deposit of \$200 is to cover misplaced or damaged property, including professional cleaning service. The fee is returnable one week following the service. Any damage in excess of \$200 will be paid for by the person or persons reserving said facilities.

SEATING: The Chapel seats approximately 125 guests. The Sanctuary seats about 300.

UNION'S SANCTUARY AND CHAPEL ARE REGARDED AS SACRED AND A SENSE OF REVERENCE IS EXPECTED. Use of alcoholic beverages is not permitted anywhere on the property or campus. Smoking is not permitted in the buildings. Use of rice, seeds, or confetti is not permitted in the buildings. Only birdseed may be used and only in the parking lot. **NO FOOD OR BEVERAGES ARE ALLOWED IN THE CHAPEL OR SANCTUARY.**

SANCTUARY AND ALTAR FURNISHINGS: These are not to be moved or relocated. The church paraments on the altar are placed in the liturgical colors for the season. Upon request, the host/hostess will place white paraments for your service.

SOUND: If sound equipment is requested, such as wireless microphones or loft microphones, a Union sound team person must be present. The fee is \$30.00 per hour with a two hour minimum, including any set-up or take-down time.

FELLOWSHIP HALL: Tape, tacks, nails or staples are **NOT TO BE USED ON ANY PART OF THE BUILDING OR FURNITURE FOR DECORATIONS** in the Fellowship Hall, Sanctuary or Chapel. The receptionist/caterer should make arrangements with the church wedding hostess meeting with you for the tables and chairs that you will need for the reception. Facilities are not available for cooking. Storage of food, etc. before the day of the service is not permitted. General cleaning and dishwashing is the responsibility of the caterer/receptionist and **MUST BE COMPLETED FOLLOWING THE RECEPTION.** The church host/hostess will inspect the facilities following the reception clean-up.

CHURCH HOST/HOSTESS: A Union host or hostess must be present at all times for the rehearsal, wedding service and reception. If for some reason we cannot assign a host/hostess from Union you must request a host/hostess and pay a host/hostess fee for a minimum of five hours at a charge of \$10 per hour. If additional time is required, the charge will be \$10 per hour as long as the facility is being used and ready

to be locked. Keys to Union's buildings are not available. Upon adequate notice of violation of church policies, the host or hostess has the authority to close the building and ask you to leave.

A CHRISTIAN WEDDING CEREMONY MUST BE USED ALONG WITH APPROPRIATE MUSIC THAT SHALL BE REVIEWED BY THE WEDDING COMMITTEE AND/OR PASTOR.

PHOTOGRAPHY: Photography must be performed in a professional manner and not interrupt the wedding ceremony. Video should not require lighting and should also not interfere with the wedding ceremony.

FLORIST/DECORATORS: The florist will meet with the wedding committee for any additional decorations not provided in the Chapel/Sanctuary. DRIPLESS CANDLES MUST BE USED. Tape, tacks, staples, glue, etc., shall not be used for any decorations. All candle and floral decorations are to be removed immediately after the ceremony. The host/hostess will inspect the church furnishings and carpet immediately following the ceremony.

It is requested that a special effort be made to keep the doors closed as much as possible during the ceremony and reception to keep outside noise down and enhance the comfort of the heat/air.

FEE SCHEDULE:

DEPOSIT: \$200 (Refundable if no damage)

USAGE FEES:

Financial arrangements Upon request financial consideration can be made with the approval of Pastor and committee.

Sanctuary \$500

Chapel \$500* (Decorated)
\$250 (One hour usage fee for small wedding with wedding party arriving in wedding attire and no other facilities to be used. Maximum of 50 guests. If ceremony or use of Chapel exceeds one hour there will be an additional charge of \$50 per hour until the wedding party and guests have left the premises).

Fellowship Hall \$350 Use of facility only
\$525** Decorated.

* \$500 includes use of Chapel decorated as shown at time of reserving facility plus use of bride's room and other rooms assigned to you.

** Includes 10 round tables along with 6 chairs each. White round tablecloths with small centerpieces will be provided from our inventory. Each chair will have a white cover along with a tie back. Tie back color will be selected by you from our inventory. A privacy screen blocking the view of the kitchen will be provided. Two round tables will be provided for the bride's table with white cloths and decorated to receive bride's cake and hors d'oeuvres

CUSTODIAL FEES:

Pastor Honorarium
Fellowship Hall \$100
Sound Technician \$30 per hour / 2 hour minimum

Fees are due in full in the church office two weeks prior to the wedding. Checks should be made out to Union UMC. Cash should be put in an envelope/labeled appropriately and given to the church secretary. **THE SECURITY DEPOSIT IS DUE WHEN RESERVING THE FACILITIES.** (Refundable if no damage to said facilities).