

CALVERT CITY
UNITED METHODIST CHURCH



POLICIES & PROCEDURES FOR
WEDDINGS & RECEPTIONS

**REQUEST FOR WEDDING RESERVATIONS
CALVERT CITY UNITED METHODIST CHURCH
CALVERT CITY, KY 42029**

DATE OF REQUEST _____

WEDDING DATE AND TIME _____

REHEARSAL DATE AND TIME _____

BRIDE-ELECT _____ PHONE NO. _____

ADDRESS _____

CHURCH AFFILIATION _____ WHERE _____

PARENTS _____ PHONE NO. _____

CHURCH AFFILIATION _____ WHERE _____

GROOM-ELECT _____ PHONE NO. _____

ADDRESS _____

CHURCH AFFILIATION _____ WHERE _____

PARENTS _____ PHONE NO. _____

CHURCH AFFILIATION _____ WHERE _____

MINISTER REQUESTED _____

Due to the serious nature of the institution of marriage, the Pastor of Calvert City United Methodist Church requests counseling with the couple to wed, if he is performing the ceremony. Please notify the Pastor to set up the counseling date.

CHURCH AFFILIATION _____ WHERE _____

ORGANIST _____ PIANIST _____

CHURCH FACILITIES DESIRED _____

Your calendar dates will be confirmed only when your request dates are approved by the church office and this request form, along with the appropriate fees, are returned to the church office. The Pastor reserves the right to refuse usage of the facilities.

I have read the conditions listed within and agree to abide by same if I am permitted the use of these facilities and to make every effort to insure that my guests will do the same.

Approved By & Date

Applicant's Signature & Date

I. REQUEST/CONFIRMATION OF WEDDING DATE

All persons desiring the use of any of the facilities of the church for weddings will arrange for forms and confirmation fees through the church office.

The church office will keep the request on file and will give the requesting party a copy of both the request form and the approved confirmation date.

If a party calls to reserve a wedding date, the secretary should state that forms are available in the church office.

Whenever a party is unable to apply in person, the forms may be mailed to the party and a tentative wedding date will be marked on the calendar.

Confirmation of the wedding date shall be made in person at the church office. (This may be done by a family member, but the person who signs the forms assumes responsibility for adherence to the requirements contained in the contract.

All weddings and receptions will be ended by 10:00p.m.

II SCHEDULE OF FEES

Wedding (includes rehearsal) Custodian Fee	\$ 150.00
Fellowship Hall (reception) Custodian Fee	\$ 150.00
<u>Damage Deposit</u> A <u>fully refundable</u> damage deposit shall be required. This may be in the form of a check which shall not be cashed but shall be attached to the form and will be returned two weeks after the date of the wedding.	\$ 100.00
<u>Wedding Assistant</u> The services of a Wedding Assistant shall be required. This person manages the sound, locking & unlocking of church doors, taking care of other questions & problems concerning the church, and will be available during the services.	\$ 200.00
<u>Organist or Pianist</u> You may use your own musicians or the church musicians will be available upon your request.	\$ 50.00 each

THE ABOVE FEES MUST BE PAID IN FULL BEFORE YOUR WEDDING DATE MAY BE CONFIRMED.

III MUSIC

It is important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the Lord's House. All music must have approval from the resident minister prior to the ceremony.

It is the responsibility of the bride to secure the musician and to make arrangements for the payment of that fee.

Music rehearsals should be limited to only two (2) sessions prior to the wedding rehearsal. The date and time to be arranged through the church office.

IV DECORATIONS

Decorating should be done the day before or the day of the wedding.

All decorations, flowers, palms, candles and other equipment shall be removed from the church immediately following its use. There are NO facilities for storage. This is the wedding party's responsibility.

Only metal dripless candles may be used in the building.

Moving of furniture: The only furniture that may be removed in the Sanctuary is the flowers, flower stands, and the pulpit chairs. No other items may be removed. (No items on the Communion Table, Pulpit, or the Baptismal Font may be removed.)

No decorations may be attached to any of the pews or furniture by tape, tacks, staples, pins, or nails, nor to any of the woodwork in the church facilities. Pew markers must be padded to protect the pews.

Flowers must be placed in containers so that no water damage results. Only silk flowers may be placed on the musical instruments.

The wedding party is responsible for informing the florist as to the requirements expected by the church. (Form is attached to give to the florist)

The sound system of the sanctuary is carefully designed. The sound system may not be operated except by persons trained and authorized by the church.

V PHOTOGRAPHY

Those desiring pictures may have them taken during the processional and recessional, before and/or after the wedding. Since the wedding is a worship service, it is suggested there be no flash photography during the ceremony. Video taping will abide by the same policies, especially concerning, the photographic lighting. (Form is attached to give to the photographer)

VI RICE/CONFETTI/BIRDSEED

No rice, confetti or birdseed is to be thrown **INSIDE** the building. It is requested that birdseed be used **OUTSIDE**. The bride and groom are responsible to share these regulations with the wedding party.

VII INSTRUCTION SHEETS

Please give these to your decorator, photographer, and caterer.

VIII GENERAL INFORMATION

The church assumes no responsibility for the security of personal articles in connection with the wedding when left unattended in the church. **THE WEDDING PARTY IS RESPONSIBLE FOR ANY DAMAGE TO THE FACILITIES.** There is to be **NO SMOKING** in any of the church buildings including restrooms and the reception hall. The party reserving the church facilities is to be responsible for seeing that this rule is observed.

No degree of alcoholic beverages are to be served at any function (wedding or otherwise) at Calvert City United Methodist Church, and those participating in the rehearsal or ceremony are expected to abstain during the same period.

No pets are allowed in the building.

It is the obligation of the bride and groom to make certain that these rules are made known to the members of the wedding party and to their guests.

REMEMBER. . . the wedding and reception are expected to be ended by 10:00p.m. If it is expected to be later, we must be notified in advance.

IX DRESSING AREAS

Bride and party . . . dress in the Parlor . . . To the left entrance foyer, first room on the left.

Groom and Party . . . dress in the Library . . . to the right entrance foyer, first room on left.

Because of the lack of storage facilities, it is necessary that the bride and groom see that all personal items are removed immediately after the wedding.

X RECEPTION

The church office will notify the custodian as to the required date of the wedding reception.

Any necessary visits to the church for wedding reception plans should be made during church office hours.

No hard rock type music is to be played at the reception.

No dancing is allowed at the wedding reception in the Fellowship Hall.

It is the responsibility of the bride and/or caterer for seeing that all equipment is left in the same order in which it was found. THE WEDDING PARTY IS RESPONSIBLE FOR ANY DAMAGES.

It is the responsibility of the bride and/or caterer for washing all dishes and cleaning the kitchen following the reception.

XI OTHER PROBLEMS OR QUESTIONS

**Call the church office (270) 395-4746 during regular office hours:
Mon. through Thurs.; 8:00a.m. to 1:00p.m.**

WEDDING ASSISTANT

Calvert City United Methodist Church request certain procedures as relating to weddings. The Wedding Assistant must be a member of the Calvert City United Methodist Church and must be approved by the resident minister.

Hiring and payment of a Wedding Coordinator is the responsibility of the wedding party.
Coordinator duties are not provided by the Wedding Assistant.

The items related to the Wedding Assistant are as follows:

1. The front and back doors of the church shall be unlocked before the rehearsal and early on the day of the wedding.
2. The heating or air conditioning shall be turned on at least ½ hour before the rehearsal and early on the day of the wedding.
3. The two flower stands and the pulpit chairs may be moved carefully to the room to the left of the choir loft.
4. The sound system shall be operated only by persons trained and authorized by the church.
5. The floral decorations, flower stands, and pulpit chairs shall be replaced in the sanctuary in their proper positions.
6. The front and back doors shall be locked following the rehearsal and the final wedding event.
7. The heating and air conditioning shall be returned to the proper settings following the rehearsal and the final wedding event.
8. The Wedding Assistant will be present when the church is being decorated for the wedding or to have met with the persons decorating.

FLORIST/DECORATOR

Calvert City United Methodist Church requests certain procedures relating to weddings. The items related to decorations are as follows:

Decorating the church should be done the day before the wedding or on the day of the wedding. Any other necessary visits to the church for wedding plans should be made during regular church office hours which are: Mon. through Thurs.; 8:00a.m. to 1:00p.m.

When facilities are used, all decorations, flowers, palms, candles, etc. And any other equipment shall be removed from the church building and fellowship hall immediately following its use. (There are no storage facilities.)

All facilities must be left clean after removal of flowers, candles, etc.

The piano and organ SHALL NOT BE MOVED. The ONLY furniture that may be moved are the flower stands and the pulpit chairs.

Only metal dripless candles may be used in the building. This requirement is necessary to protect carpets and furniture from wax drippings.

No decorations may be attached to any of the pews or furniture by tape, tacks, staples, pins, or nails, not to any other woodwork in the church facilities. Pew markers must be padded to protect the pews.

Flowers must be placed in containers so that no water damage results. Only silk flowers may be placed on musical instruments.

The sound systems of the sanctuary is carefully designed. The sound system may not be operated except by persons trained and authorized by the church.

CATERER

Calvert City United Methodist Church requests certain procedures relating to weddings. The items related to receptions are as follows:

The caterer is responsible for seeing that all kitchen equipment is left in the same order in which it was found.

The caterer is responsible for washing all dishes and cleaning the kitchen following a reception.

All equipment brought in and used during the reception shall be removed at the end of the reception.

PHOTOGRAPHER

Calvert City United Methodist Church requests certain procedures relating to weddings. The items related to photography are as follows:

Pictures may be taken during the processional and recessional, before, and/or after the wedding ceremony. It is suggested that no flash photography be made during the ceremony.

Photographers will be cautious not to damage the finish of church pews, or furniture by placing cameras or other abrasive equipment on them in a careless manner.

Photographers will not stand on pulpit chairs, pews, or other equipment for the making of pictures.

All exposed bulbs and other discarded materials are to be removed by the photographer and placed in trash receptacles.

Those taping will follow the same procedures. No special lighting for video taping is allowed, low light film is necessary.

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