



***Planning Your Wedding
At
New Beginnings
United Methodist Church***

*Non Member
Revised June 2016*

THE SERVICE OF MARRIAGE
NEW BEGINNINGS UNITED METHODIST CHURCH
201 Rainbow Lake Road - Boiling Springs, SC 29316
(864) 599-1303

1. **CONTACT THE CHURCH OFFICE** to check the availability for the preferred date of your wedding. Rehearsals and Weddings shall not be scheduled during Good Friday, Easter, Thanksgiving, Christmas Eve, or Christmas Day.
2. **CONSULT THE PASTOR** with regard to his availability for your preferred date. After your consultation, your Wedding date will be made permanent in the Church's calendar.

You are also required to make an appointment with the Pastor in order to discuss (1) the church's policy and guidelines, (2) the Service of Marriage and (3) other matters relating to marriage.

If you desire to use a clergy person other than the Pastor, your request will need to be cleared with the Pastor. The Pastor shall officially extend the invitation to all visiting clergy on your behalf. The decision whether a wedding will take place is at the sole discretion of the Pastor.

3. **YOUR WEDDING IS FIRST AND FOREMOST A SERVICE OF CHRISTIAN WORSHIP.** As such, the Pastor will determine the order of worship in consultation with the bride and groom. Wedding Planner/Coordinators **must** coordinate with the Pastor a minimum of one week before rehearsal or ceremony. The Pastor has the final say in what will or will not happen in the wedding service.
4. **WEDDING LISCENCE** must be delivered to Pastor prior to rehearsal.
5. **PHOTOGRAPHS** may be made both before and after the Service of Marriage. **Absolutely no flash photography shall be made during the Service of Marriage.** Your Photographer may take photographs during the Processional and Recessional, **but this must be done as time exposures without any distraction.** Remember that your Service of Marriage is a Service of Worship. **Please inform** others of this policy.
6. **VIDEO TAPING** is permitted *only* from the rear of the worship space. No additional lighting shall be used with the video system.
7. **NO RICE OR CONFETTI** shall be thrown on Church grounds as the Bride and Groom depart. Bird seed or bubbles may be used.
8. **No ALCOHOLIC BEVERAGES of any kind are allowed on the church grounds or the Church facilities.**
9. **No TOBACCO products use is allowed inside the church facilities.**
10. **PULPIT AND ALTAR PARAMENTS** are white for weddings.

FLOWER ARRANGEMENTS AND PLANTS must be free standing.

DECORATIONS are not to be attached to walls or furnishings.

CHANCEL FURNISHINGS may only be moved by approval of Pastor.

Your **FLORIST** is responsible for making arrangements with the church office to arrange a time for preparing the Sanctuary.

Flowers (unless designated for use in Sunday Services), pew ribbons, candelabras and any other items placed in the church by florist or family shall be removed immediately following the wedding. **Removal of church property is PROHIBITED.**

If your flowers are to remain for Sunday Services, inform the church office of your intention and provide essential information for the Sunday Bulletin. You must also indicate your preference to retrieve flowers following Sunday Services.

11. The Wedding party is required to use one of the church's approved **SOUND SYSTEM OPERATORS** and to make arrangements through the church office. See Cost Reimbursement Statement.
12. **WEDDING EVENT SET-UP** can begin at 8:00pm on Thursday preceding a Friday or Saturday event. **YOUR PARTY WILL BE RESPONSIBLE FOR SETTING UP AND TEAR DOWN OF RECEPTION TABLES AND CHAIRS.** The church is responsible for cleaning the worship space and set up for Sunday Service.
13. **KITCHEN CLEAN-UP** is the responsibility of the Wedding party and/or event caterer. Clean-up to include food preparation area, dish room and refrigerator/freezer areas. Cookware, utensils, dishes and drinkware, coffee pots are to be washed, dried and returned to their designated locations. Garbage is to be removed and deposited in the dumpster in the back corner of the church property.
15. **SATURDAY EVENING RECEPTIONS ARE TO CONCLUDE EARLY ENOUGH SO PREMISES WILL BE VACATED BY 8:00PM** to allow Custodians to prepare the spaces for Sunday worship. **FRIDAY EVENING RECEPTIONS ARE NOT SUBJECT TO AN 8:00PM CONCLUSION.**

RECEPTION FACILITY CAPACITIES

For your reception we have round and rectangular tables available at our facility. Our buildings will hold the following approximate capacities:

KidLink Building Sanctuary

10 – 5' Round Tables x 6 seats = 60

16 – 6' Rectangle Tables x 6 seats = 96

M & M Building Sanctuary

40 - 5' Round Tables x 6 seats = 240

40 – 6' Rectangle Tables x 6 seats = 240

Please help us maintain the integrity of our church by abiding by the guidance and rules listed above. Please call the church office with any questions you may have. Thank you for your cooperation.

Cost Reimbursement

Non-member Rates apply when neither the bride, groom, their parents, nor grandparents are members of NBUMC.

Facility Use	Non-Member Rates
Complete use of Mission and Ministries Gym and Kitchen From 8:00pm Thursday to 8:00pm Saturday.	\$2,500
KidLink Building for Rehearsal and Ceremony This is a 24 hour rental period and does not include the kitchen in that building.	\$ 500
Security/damage deposit (refundable after event) This is coverage for any building damage during event. Building Steward will review and advise refund amount.	\$1,000
<u>Tables and Chairs</u> You will be responsible for set up before and tear down of tables and chairs after event and a general clean-up of the area.	
<u>Kitchen Cleanup</u> is the responsibility of the Wedding party and/or event caterer. Clean-up to include food preparation area, dish room and refrigerator/freezer areas. Cookware, utensils, dishes and drinkware, coffee pots are to be washed, dried and returned to their designated locations. Garbage is to be removed and deposited in the dumpster in the back corner of the church property.	

OTHER COSTS: (THESE ARE OPTIONAL AND ONLY IF NEEDED)

Services rendered	Non Member Rates
Pastor	\$350 (includes planning, rehearsal/ceremony)
Sound System Operator This person will run any media/video or sound needed on our sound system. They will be available for the Rehearsal and Wedding Ceremony.	\$200

NON MEMBER WEDDINGS:

► To secure your wedding date on our church calendar the following must occur:

Refundable Security/damage deposit of \$1,000

One-half (1/2) of the facility total facility use fee.

One-half of the sound system operator (\$100) (*if needed*) must be paid at the time the wedding is scheduled.

Facility use is made payable to NBUMC. Sound System and amount is made payable to the approved individuals. Balance is due **ONE WEEK** prior to wedding rehearsal.

► The individual fee of \$350 for the Pastor must be given to the church office **BEFORE** the rehearsal date.

Bride's Full Name: Name to be used in ceremony:	Groom's Full Name: Name to be used in ceremony:
Address:	Address:
Telephone:	Telephone:
Email Address:	Email Address:
Date of Wedding:	Time of Wedding:
Rehearsal Date:	Rehearsal Time:
Rehearsal Dinner Location:	Wedding Reception Location:
Wedding Planner:	Telephone: Email Address:
Photographer:	Telephone:
Musician:	Telephone:
Florist:	Telephone:
Assisting Pastor: Address:	Telephone: Email Address:
After the wedding, many couples leave their altar flowers for the congregation to enjoy at the next day's worship services. Do you plan to leave your flowers? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Our address after marriage will be:	

<p>_____ _____ Signature of Bride Date</p> <p>_____ _____ Signature of Groom Date</p> <p>_____ _____ Signature of Pastor Date</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Rehearsal/Wedding Date /Reception dates have Been reserved on the Church Calendar. _____ _____ Name Date </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Security/Damage Deposit Returned <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____ _____ _____ Name Date </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Due Facility</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Total Due Security/Damage Deposit</td> <td style="text-align: right;">\$1,000 (refundable)</td> </tr> <tr> <td>Total Due Sound System Operator</td> <td style="text-align: right;"><input type="checkbox"/> \$200 or <input type="checkbox"/> \$0</td> </tr> <tr> <td>Total Due Pastor</td> <td style="text-align: right;"><input type="checkbox"/> \$350 or <input type="checkbox"/> \$0</td> </tr> <tr> <td style="text-align: right;">Event Total</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>One-half (1/2) deposit is due to reserve your date.</i></td> </tr> <tr> <td>Facility Deposit</td> <td style="text-align: right;">\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____</td> </tr> <tr> <td>Security/Damage Deposit</td> <td style="text-align: right;">\$1,000 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____</td> </tr> <tr> <td>Sound System Operator (optional)</td> <td style="text-align: right;">\$ 100 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____</td> </tr> <tr> <td style="text-align: right;">Deposit Total</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Balance is due one week prior to Wedding Rehearsal</i></td> </tr> <tr> <td>Facility Balance</td> <td style="text-align: right;">\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____</td> </tr> <tr> <td>Sound System Operator (optional)</td> <td style="text-align: right;">\$ 100 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____</td> </tr> <tr> <td>Pastor (optional)</td> <td style="text-align: right;">\$ 350 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____</td> </tr> <tr> <td style="text-align: right;">Balance Total</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Total Due Facility	\$ _____	Total Due Security/Damage Deposit	\$1,000 (refundable)	Total Due Sound System Operator	<input type="checkbox"/> \$200 or <input type="checkbox"/> \$0	Total Due Pastor	<input type="checkbox"/> \$350 or <input type="checkbox"/> \$0	Event Total	\$ _____	<i>One-half (1/2) deposit is due to reserve your date.</i>		Facility Deposit	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____	Security/Damage Deposit	\$1,000 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____	Sound System Operator (optional)	\$ 100 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____	Deposit Total	\$ _____	<i>Balance is due one week prior to Wedding Rehearsal</i>		Facility Balance	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____	Sound System Operator (optional)	\$ 100 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____	Pastor (optional)	\$ 350 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____	Balance Total	\$ _____
Total Due Facility	\$ _____																														
Total Due Security/Damage Deposit	\$1,000 (refundable)																														
Total Due Sound System Operator	<input type="checkbox"/> \$200 or <input type="checkbox"/> \$0																														
Total Due Pastor	<input type="checkbox"/> \$350 or <input type="checkbox"/> \$0																														
Event Total	\$ _____																														
<i>One-half (1/2) deposit is due to reserve your date.</i>																															
Facility Deposit	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____																														
Security/Damage Deposit	\$1,000 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____																														
Sound System Operator (optional)	\$ 100 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____																														
Deposit Total	\$ _____																														
<i>Balance is due one week prior to Wedding Rehearsal</i>																															
Facility Balance	\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____																														
Sound System Operator (optional)	\$ 100 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____																														
Pastor (optional)	\$ 350 <input type="checkbox"/> Cash <input type="checkbox"/> Check _____																														
Balance Total	\$ _____																														