

Wedding Policy & Application

The first step to schedule your wedding will be to contact the Church office or the Church Wedding Coordinator. The Church Wedding Coordinator is Julie Antler . The Church office telephone is (540) 687-6492 or email middleburgumc@verizon.net.

WEDDING FEES

\$250.00	Non –refundable deposit payable to Middleburg United Methodist Church due with application in order to secure wedding date. Provide deposit to Church wedding coordinator at initial meeting.
\$1750.00	Payable to Middleburg United Methodist Church Due no later than two weeks prior to wedding date. If not received by that date the wedding is subject to cancellation Fees include: <ul style="list-style-type: none">• Use of Church for rehearsal and wedding• Church wedding coordinator• Custodial service• Church organist if requested and has no conflicts. Organist will be paid by church. \$200 may be deducted from wedding fee if organist is not utilized.
\$300.00	Payable to the specific pastor of our Church officiating at the ceremony. Due no later than two weeks prior to wedding date Fee includes three pre- wedding counseling meetings with the pastor, rehearsal, wedding.
\$200.00	Live Streaming fee, if live streaming is requested. Payable to Middleburg United Methodist Church by two weeks before wedding date. Church will pay its streaming technician. No use of Church streaming equipment is permitted except by Church streaming technician.

Music for your wedding is contracted separately if Church organist is not requested or is unavailable. If you wish to use the Church organist, the Church wedding coordinator will provide his/her contact information. Please contact the Church organist as early as possible to discuss dates, fee, and music selection. The Church Wedding Coordinator can also provide lists of additional musicians, florists, reception venues, carriages, and other vendors.

If an outside officiant is to be used, he/she will need to contact our pastor to inform them of the type/style of service that will be used. **Our pastor must approve of this prior to the service.** Payment to the outside officiant is to be made directly to them. If the Church's pastor is not used, no payment to him/her is required.

If the Church organist is not to be used, the music and/or music genre must be approved by the Church's pastor.

OTHER INFORMATION

- The marriage license must be issued in the State of Virginia in order to perform the ceremony. **Please bring the license to the last counseling session with the pastor or provide it to the Church by two weeks before the wedding.**
- **Smoking or use of alcoholic beverages on Church property is absolutely prohibited.**
- Flash photography during the ceremony is prohibited, but videotaping or recording is permitted. Non-flash photography is permitted from certain locations during the ceremony subject to approval of the pastor prior to the wedding.
- We allow clergy from other Christian denominations to co-officiate at the wedding ceremony subject to approval of our pastor.
- We request that birdseed be thrown outside in place of rice. Throwing of birdseed, flower petals or other materials in the aisles or on the floors is prohibited in the church or social hall.

- The seating capacity of the church is 200 comfortably and 225 tightly seated which includes the balcony.
- We do not allow lighted candles on the end of the pews. Lighted candles anywhere else require approval of the Church Wedding Coordinator. Any decorations aside from wedding flowers and ribbons (which cannot be affixed with pins or tacks) need the approval of the Church Wedding Coordinator.

If you wish to hold the reception in our social hall, arrangements can be made to use it for an additional fee of \$400 and an additional deposit of \$200 which may be refunded after the event. That fee includes the use of the kitchen and its equipment. Tables and chairs are available. You must furnish the tablecloths and other items required for the reception. You are responsible for cleaning the social hall and kitchen and for the removal of the trash after the event. If the social hall, kitchen and/or equipment are not left in the same condition as prior to the wedding, all or a portion of the additional deposit of \$200 is not refundable, up to the amount of damages or costs of cleaning. For more information, please contact our Church Wedding Coordinator.

- The Church will be available for your rehearsal for 1 ½ hours on the evening preceding the wedding (unless scheduled at another time with the pastor and the church wedding coordinator) and for a maximum of 2 hours before and 1 hour after your ceremony on the day of your wedding. It is your responsibility to ensure that a member of your wedding party properly disposes of flower containers, corsage boxes, plastic bags, and coat hangers. This includes any decorative item which you have brought into the Church.
- **You are responsible for damage to our property caused by your guests or members of the wedding party. You will be liable for payment in full of any bill associated with the repair of the Church or its property caused by you, your employees, guests and/or agents. The church has no liability for damage to property or injury of wedding participants and guests unless due to negligence.**
- If you desire to arrange to block off the parking spaces immediately in front of the church to use for the bridal party the day of your wedding, please contact the Middleburg Police Department at 540-687-6633. It is also sometimes possible to block off several spaces in the church lot behind the church for the groom's party. The Town of Middleburg has full authority for all parking spaces and will inform you of any requirements they have regarding parking.

If you need further clarification, please contact the church office at 540-687-6492 or the Church Wedding Coordinator.

Please sign below as your acceptance of these terms and conditions

_____ Date _____
 Bride

_____ Date _____
 Groom

Middleburg United Methodist Church
Wedding Application

(Please mail to the church office at the address below with a copy to middleburgmumc@verizon.net.)

_____ have read and hereby accept the policies of the
Middleburg United Methodist Church. Attached is a check or money order for the required deposits.

Wedding date requested: _____ Time requested: _____ AM/PM

Rehearsal date: _____ Time: _____

Name of bride _____

Address _____

Telephone number _____

Email: _____

Name of groom _____

Address _____

Telephone number _____

Email: _____

Church Information:

Middleburg United Methodist Church
PO Box 284 (use this address for snail mail, NOT the physical address)
Middleburg, Virginia 20118
15W Washington Street (physical address)
Telephone: 540-687-6492