



## WEDDING REQUEST FORM

We at Williamsburg United Methodist Church offer our sincere congratulations to you on your engagement! We also consider it an honor that you would consider our campus as the location for your entering into marriage, and thus we will strive to make this both an enjoyable and memorable occasion. That said, we have certain policies and procedures that need to be followed as you make arrangements for this joyful occasion. **The first step is the completion and submission of this form on-line or on paper, at least one month (30 days) prior to your wedding date.** In most cases, decisions about building use are made by the Chair of the WUMC Trustees, in consultation with the scheduler, Pastor, and Business Manager. Fees may be reduced for use of WUMC facilities by church members and their families, and staff, although cleaning fees may still apply based upon day, time, and the facilities used.

Today's Date: \_\_\_\_\_

Names of Bride and Groom: \_\_\_\_\_

Member of Williamsburg United Methodist Church: YES \_\_\_\_\_ NO \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### FACILITY USE

Date Requested for Facility Use: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Number of Guests Including the Wedding Party: \_\_\_\_\_

Room(s) Requested: Sanctuary: \_\_\_\_\_ Atrium: \_\_\_\_\_ Fellowship Hall: \_\_\_\_\_

Kitchen: \_\_\_\_\_ Will there be food preparation involved? YES \_\_\_ NO \_\_\_

Onsite cooking \_\_\_\_\_ Refreshments: \_\_\_\_\_

If Catered Name and phone number of caterer: \_\_\_\_\_

Fellowship Hall Glass Partition closed? YES \_\_\_ NO \_\_\_

Dancing? YES \_\_\_ NO \_\_\_ Disc Jockey? YES \_\_\_ NO \_\_\_ Live Band? YES \_\_\_ NO \_\_\_



### Clergy

**Clergy must be licensed by the Commonwealth of Virginia to conduct a wedding ceremony. If using clergy from outside WUMC, we ask that you have them make a courtesy call to WUMC pastors at 757-229-1771 to inform them of your wedding arrangements.**

Pastor: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Denomination: \_\_\_\_\_  
 Licensed in Virginia: Yes \_\_\_\_\_ No \_\_\_\_\_

### Facility Use, Custodial Fees, and Honorarium

Fees for Facility Use are listed below. The fees defray utility costs, clean up, and maintenance.

**Facility use fees are due at the time the request is made.** Please call the WUMC Office (757) 229-1771 to check the availability of facilities desired. Reservations will be confirmed on a first-come, first-served basis after this agreement is submitted and signed by both parties. In case of emergency WUMC reserves the right to cancel the requested space with 24 hrs. notice prior to the event. While our parking lot is open for use, parking spaces are limited and cannot be guaranteed.

### WEDDING HONORARIA

Pastor	\$ 350.00/discretion of couple
Wedding Coordinator	<b>\$ 150.00</b>
*Custodian (sanctuary only)	<b>\$ 250.00</b>
*Custodian (with reception)	\$ 325.00
Sound Tech Sanctuary (Option)	<b>\$ 50.00</b>
Sound Tech Fellowship Hall (Opt.)	\$ 50.00
Video/Livestream Tech (Optional)	\$ 50.00
Organist	<b>\$ 250.00</b>
Soloist	\$ 100.00 - \$150.00

Highlighted fees are due two weeks prior to wedding and mailed to Gwen Hinton (wedding coordinator/address on back). Each check made out to individuals. Sanctuary or chapel rental due with this form.

\*For weddings starting after 5:00 p.m., add an additional fee of \$75.00

### Building Use Fees

Sanctuary	<b>\$1000.00 Due at booking</b>
Kitchen	\$ 350.00
Fellowship Hall	\$1400.00
Atrium (when F. Hall is not used)	\$ 550.00
Chapel	\$ 300.00
Wesley Hall – Rm. 121	\$ 250.00
Fellowship Hall <b>plus</b>	\$1400.00
Event Liaison	<b>\$ 150.00</b>
	<b>\$1550.00</b>

**Curfew for Fellowship Hall: M-F 9:30 p.m. Sat – 8:00 p.m.**



Since weddings are a non-church sponsored event, a security deposit of \$100.00 in addition to said usage fees will be required at the time of the reservation. Following the event, if the rooms used are left in clean and proper order, the deposit will be returned.

If both the Sanctuary and Fellowship Hall (with Liaison/\$150.00) are rented for \$2550.00, a 15% discount is given: the fee equals \$2167.50. If you are a member or the child or grandchild of a member of WUMC, facility fees may be waived. If any event for which a use agreement has been approved requires more than one rehearsal (which is included with the basic facility fee) an additional fee of 10% of the basic facility fee will be added for each additional rehearsal. If the additional rehearsal requires set-up and take-down of any facility to be used, an additional custodial fee of \$75.00 will be added.

On the church web site ([www.williamsburgumc.org](http://www.williamsburgumc.org)), please fill out the **Wedding Registration and Information Form**. Please also contact the Church Wedding Coordinator, Gwen Hinton at (757) 876-0652 at your earliest opportunity. She will be able to help you through every step of the arrangements with our church. Checks with payment for pastor, wedding coordinator, organist, soloist, custodian, and sound technician/s should be made out to each individual and mailed (two weeks prior to the event date) to: Gwen Hinton 1184 Jamestown Rd. Unit 11, Williamsburg, VA 23185.



### WUMC Facility Use Standards of Agreement

The individual signing this agreement (requestor) understands and agrees to abide by the following rules in conjunction with use of WUMC facilities:

1. Requestor and requestor's guests relieve Williamsburg United Methodist Church of liability for any injuries that may occur on church property.
2. Requestor accepts full responsibility for any damage incurred to WUMC property. Requestor agrees to report any property damage to the WUMC office no later than the next working day following property use. Emergencies must be reported immediately to the WUMC Business Manager and/or custodial staff at 757-229-1771.
3. Any questions or requests for the custodial staff should be directed to the WUMC office at 757-229-1771. Diagrams for room arrangement must be sketched and submitted to the church office at least 14 days prior to the event. **All set-up and take-down of tables and chairs must be done by church authorized staff. At the end of a meeting or activity all furniture must remain as it was found before the event began.**
4. **For any meeting or activity ending after 7:00 p.m. the requestor agrees to turn off all lights in the assigned rooms and adjacent hallways, and close/lock exit doors.**
5. **Glass partition doors in Fellowship Hall may only be opened or closed by authorized church staff due to risk of breakage or injury.**
6. Williamsburg United Methodist Church is a smoke-free environment.
7. No alcoholic beverages are permitted on WUMC property.
8. Requests for use of a piano or organ must be made directly to the Director of Worship Arts at least 14 days prior to the event.
9. All food and drink are to be kept inside the assigned room(s). If food or drink spillage or waste is found in other unassigned areas an additional fee commensurate with the clean-up will be assessed.
10. No screws or nails may be driven into the building walls. No items may be attached to any part of the building or grounds in a manner that will cause damage.
11. All children are to be supervised at all times by at least two responsible adults.
12. A fee of \$250.00 will be charged for use of the parking lot when not in combination with a scheduled event in the church.

**Sign and date below and keep a copy for your records. Payment is due upon return of this agreement. This agreement is null and void if payment is not received at least 14 days prior to the event.**

Signature of person requesting WUMC facility use: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Amount of fees submitted on this date:

\$ \_\_\_\_\_