

## WEDDINGS AT BLUFFTON UMC 2022

This packet includes:

1. Agreement to Use Church Facilities (signed, dated, copy to wedding coordinator and on file in church office)
2. Indemnification, Defense and Hold Harmless Agreement (signed, dated, copy to wedding coordinator and on file in church office)
3. Policies and Guidelines for Weddings
4. Fee Schedule (this will be kept on file in the church office and updated by the church secretary)
5. Information Sheet to be completed and turned into wedding coordinator, copies to pastor and church secretary

*Your wedding is sacred and holy, and we are honored to be a part of it. In this packet, you will find information that will help all of us make your wedding a beautiful beginning to your marriage.*

# Agreement to Use Church Facilities

(signed, dated, copy to wedding coordinator and on file in church office)

I have read and agreed to the guidelines for the use of the Church and its property and will be responsible for any and all damages and will pay for repair of those damages.

\_\_\_\_\_ and \_\_\_\_\_  
Signature Signature

\_\_\_\_\_ \_\_\_\_\_  
Print name Print name

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone numbers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email addresses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of rehearsal and wedding \_\_\_\_\_

How many attending? \_\_\_\_\_

**Indemnification, Defense and Hold Harmless Agreement**  
(signed, dated, copy to wedding coordinator and on file in church office)

I/We, the authorized representative(s) of the building user \_\_\_\_\_  
(hereafter the "**Organization**"), will use a portion of the building(s) and/or grounds of the Bluffton  
United Methodist Church (hereafter the "**Church**") from \_\_\_\_\_ to \_\_\_\_\_ 20\_\_  
for the purpose  
of \_\_\_\_\_ (hereafter  
referred to as the "**Activity**").

To the fullest extent permitted by applicable law, neither the Church nor its trustees, members, employees, agents, representatives, or parishioners shall be liable to the Organization, the Organization's members, employees, agents, representatives, or the Organization's guests, whether or not invited by the Organization to use the Church facilities, for any losses, claims, damages, harm or liabilities (collectively, "Damages") arising out of, related to or incurred in connection with the Organization's Activity or otherwise arising out of, related to or incurred in connection with the Organization's use of the Church's building and grounds, including any Damages attributable to property damage, personal injury or death.

The Organization acknowledges and agrees that the Organization alone shall be responsible for any such Damages and hereby releases the Church and its trustees, members, employees, agents, representatives, and parishioners from any claim for any such Damages. The Organization further agrees to save and hold harmless, indemnify and defend, to the fullest extent permitted by applicable law, the Church and release the Church and its trustees, members, employees, agents, representatives, and parishioners from any claim arising out of or participation of any form or fashion in the Organization's Activity.

The Organization acknowledges and agrees that the Church does not warrant or represent that the property is safe or suitable for the purposes for which it is permitted to be used under the terms of this Agreement or for any other purpose, and Organization acknowledges that the Church is providing the property and all appliances and equipment on an "as is" basis.

Each of the undersigned represents that he or she is authorized to sign this Agreement; that he or she understands that the terms of this Agreement are contractual and not mere recital; and that he or she has signed this Agreement of his or her own free act and volition. Each of the undersigned further states and acknowledges that he or she has fully informed himself or herself of the content of this Agreement by reading it before he or she signed it and is the authorized representative of the Organization.

I/We have executed this Indemnification, Defense and Hold Harmless Agreement this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## Policies and Guidelines for Weddings

- All weddings will use a United Methodist Service.
- Weddings will be conducted by our pastor, if another is requested, the invitation will come from the pastor.
- Bride and Groom will meet with pastor at least 3 times before the wedding.
- All weddings will use one of our wedding coordinators. You may have your own, but they will work with ours. This person will help you coordinate time to have the church open, help with rehearsals, help with timing to send people down the aisle and answer many questions and give guidance as you prepare for your big day.
- The altar, cross, pulpit, candles and other sanctuary furnishings will not be removed.
- Talk with our wedding coordinator about flowers and how to best display them. (no nails, tape, etc.)
- No fireworks.
- No alcohol will be consumed on church property.
- No living insects or animals will be used during the service.
- No smoking on church property.
- Marriage license is to be presented to the church office or to the pastor at least one day before the wedding.
- Music will be sacred and our organist will approve all music. In the event our organist is not available or if you request someone else, that person must be approved by our organist. The organist will be compensated.
- No flash photography during the service. Videographers and photographers must be inconspicuous and will NOT be allowed in the chancel.
- Our audio visual system can be used, and one of our team will do this for you. Our AV team must be scheduled in advance and will be compensated.
- You are allowed 3 hours total if the reception is NOT at the church. That includes getting dressed and pictures. If the reception is in our fellowship hall, it can end no later than 6 PM.
- We do not schedule weddings on dates that conflict with large festivals in Bluffton, or on Easter weekend or Christmas.
- Children must be supervised.
- No rice, confetti, sparkers, bird feed or glitter.
- Holy Communion is an option during a wedding or rehearsal, but only with the pastor officiating and it will be made available to everyone in attendance.

# Fee Schedule

To be kept on file in the church office and updated by the church secretary.

Bride and Groom \_\_\_\_\_  
Date of wedding \_\_\_\_\_

Please make your check out to Bluffton UMC and in the memo line write your name and "wedding"

Refundable Deposit \$600.00 (due at reservation)

These must be paid 1 month before the wedding.

Sanctuary	\$1000.00 _____	Janitor Fee	\$200.00 _____
	(\$1000.00 fee is only for non members)		
Fellowship Hall	\$200.00 _____	Janitor Fee	\$200.00 _____

While it is customary that these be paid the day of the wedding, you may pay earlier. Please make checks out to the individual.

AV fee	\$200.00 _____
Wedding Coordinator	\$200.00 _____
Organist	\$300.00 _____
Song Leader	\$200.00 _____
Pastor	honorarium, usually starts at \$300.00 _____

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## INFORMATION SHEET

to be completed and turned into wedding coordinator, copies to pastor and church secretary

Date reservation taken \_\_\_\_\_

Name of Bride \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Telephone Number

Cell \_\_\_\_\_ Home \_\_\_\_\_

Mother/ Father of the Bride \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Name of Groom \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Telephone Number

Cell \_\_\_\_\_ Home \_\_\_\_\_

Mother/ Father of the Groom \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time of Wedding \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_

Number in Wedding Party \_\_\_\_\_

Minister \_\_\_\_\_

Organist/ Pianist \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Phone number \_\_\_\_\_  
Must be one of our approved coordinators

Florist \_\_\_\_\_ Phone number \_\_\_\_\_

Photographer \_\_\_\_\_ Phone Number \_\_\_\_\_

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Organist \$300.00 \_\_\_\_\_

Song Leader \$200.00 \_\_\_\_\_

Pastor honorarium, usually starts at \$300.00 \_\_\_\_\_