

WEDDING INFORMATION BOOKLET



Hanscom Park
UNITED METHODIST CHURCH

All guidelines, policies, and fees subject to change.

Weddings at Hanscom Park Church –

Hanscom Park believes a Service of Christian Marriage should be Christ-centered. A wedding is a celebration of two people God has brought together. This can be a civil contract and does not, by law, require a church or clergy person. The only legal necessities are a valid marriage license, a state approved official and two adult witnesses. You can have it almost everywhere. However, if you want it to be a holy covenant, blessed by God, in a church, and by a pastor, you are asking for something considerably more than a legal exercise. The wedding and its preparation should be done in a way that will bring honor and glory to God. Such an event is a worship service that brings honor to Christ and the covenant of marriage.

Making Reservations –

You are encouraged to schedule your wedding at Hanscom Park Church at least six months prior to the wedding date. Weddings are schedule through the church office and can be made by calling 553-3312, Monday through Thursday, 8:30am – 3:30pm Though tentative dates may be checked by telephone, weddings will not be placed on the church calendar until the scheduling fee and damage deposit is paid and the requested information in this packet is completed and returned to the church office. Weddings may not be scheduled to start later than 6:00 p.m. and must be completed by 8:00 p.m. Weddings or rehearsals may not be scheduled on certain holidays. Wedding parties are allowed access to the building 3 hours prior to the ceremony. The building must also be vacated 2 hours following the completion of the ceremony.

Pastor-

The pastor of Hanscom Park Church will officiate all weddings held at Hanscom Park Church. An honorarium is to be paid to the pastor for officiating the wedding. The fee is detailed at the end of the booklet. If the couple would like another pastor involved in the ceremony for some reason, they need to discuss this with the pastor of Hanscom Park Church first before scheduling the wedding. Arrangements can be made in some special circumstances.

Pre-Marital Counseling-

We recommend all couples to have pre- marital counseling sessions, but do not require it before getting married at Hanscom Park Church. If you would like to discuss the possibility of counseling sessions, please contact the pastor when reserving your date with the church.

Music-

Hanscom Park Church can secure a musician for you, please see fee sheet for cost. Only Hanscom Park musicians are allowed to use the organ during services. The piano is available for use with any musician. Please discuss this with the church office when booking your wedding date. Couples are strongly encouraged to use live music. If CD recordings are required, an additional fee for a sound technician will apply.

Rehearsal –

The rehearsal will begin on time, since a large number of people are involved and delays consume every person's time. There will not be time during the rehearsal for soloists to rehearse songs. Rehearsal with the accompanist should be arranged at another time. Please remind members of the wedding party that, throughout the entire rehearsal, they are in a holy place dedicated to the worship of God. The wedding rehearsal must proceed in a dignified manner.

Decorations –

No furnishings may be moved from other parts of the building.

Facilities staff will move any furnishings customary for all weddings.

Nails, tacks, staples, screws, pins, tape, or anything that will mar pews and wall finishes may not be used.

The single floor candles on the chancel are available for use during weddings. Candelabras are to be provided by your florist. Unity candles are the responsibility of the bride and groom. Clear plastic must be used under all candelabras to protect the carpet. Candle lighters are provided by Hanscom Park.

The florist or assigned attendant is expected to remove all decorations and equipment promptly following the ceremony. No equipment may be left at the church after the wedding.

Hanscom Park decorations will not be removed from the chancel/altar area. This includes seasonal decorations, banners, chairs, risers, and music equipment.

Facilities staff will not load or off-load equipment or decorations to be used in the wedding.

Runners/aisle clothes are not allowed in the sanctuary.

Throwing of flower petals (real or fake) are not permitted inside of the building.

Photography/Video-

We ask professional photographers not to use flash photography during the ceremony, or to get between the guests and the wedding party. Wedding pictures taken in the Sanctuary before the ceremony must be completed at least 30 minutes before the service is to begin.

When you arrange for the photographer, remember you can gain access to the church on your wedding day, THREE HOURS before the wedding start time. Please make sure that your photographer knows this and does not schedule pictures to start at that time.

The wedding may be video taped using existing light.

Ushers-

It is recommended that you have at least one usher for every 50 guests, with a minimum of two ushers.

Gifts and Valuables –

The bride and groom are strongly urged to designate someone to watch wedding gifts during the ceremony and remove them from the church following the ceremony. Also, do not leave money, jewelry, and other valuables unattended in the dressing rooms, restrooms, etc. Hanscom Park cannot be responsible for gifts or any personal items or cameras brought to the church for use in a wedding. Unfortunately it is very possible someone could enter the church that is not a guest during a ceremony with the building open. We ask that you take precautions necessary to prevent any loss of your valuable property.

Marriage License-

It is the responsibility of the couple to secure the marriage license in a timely manner. The marriage license must be brought on rehearsal night and given to the pastor.

Other Important Instructions-

Alcoholic beverages are not allowed on church premises including the parking lots and vacant land. If any member of the wedding party is found to be intoxicated the officiating pastor will exclude that person from the wedding ceremony.

No smoking is allowed in any of the church facilities.

No rice or birdseed shall be thrown. Bubbles may be used, but must be used outside the building.

All members of the wedding party must attend the rehearsal.

All musicians must attend the rehearsal.

The church property must be left in the condition in which it was found. This includes clean up of all equipment and items pertaining to the wedding.

Hanscom Park is not responsible for any automobiles left on the property and has the authority to have vehicles towed at owner's expense.

***Any damage to property or disregard for the above policies may result in partial or full forfeit of Damage Deposit.**

FEE SCHEDULE –

A member wedding is defined as one in which the bride, groom, or one of their parents, is a member of Hanscom Park Church when the wedding is scheduled.

PLEASE NOTE THAT DATE WILL NOT BE HELD UNTIL THE INDICATED (*) FEES ARE PAID IN FULL

	<u>Non-Members</u>	<u>Members</u>
SCHEDULING FEE	\$100*	\$100*
<i>This fee must be paid after your date has been confirmed with the church office at least 6-months prior to wedding date. This fee will be applied towards the total rental fee. <u>This fee is nonrefundable.</u></i>		
DAMAGE DEPOSIT	\$100*	\$100*
<i>This deposit will be refunded to the couple following the ceremony (within 4 weeks) assuming no damage was done to the church during the rehearsal or wedding.</i>		

The costs listed below are expected to be paid at the church office at least **one week** before the date of the wedding. Checks must be made out separately.

SANCTUARY RENTAL FEE	\$500	Honorarium
PASTOR	\$250	\$250
OTHER FEES --		
VOCALISTS	\$100	Honorarium
<i>If engaged by the church</i>		
PIANIST/ORGANIST	\$200	\$200
<i>Please make check out to Jannene Sass If engaged by the church.</i>		
SOUND SYSTEM TECH	\$75	\$75
<i>Runs the Sound System Has to be here for rehearsal and wedding. Call church for name of tech for check.</i>		

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HANSCOM PARK MEMBER _____ Yes *If so, who* _____
A member wedding is defined as one in which the bride, groom, or one of their parents is a member of good standing at Hanscom Park Church when the wedding is scheduled. _____ No

WEDDING RESERVATION --

Name of Couple

Wedding Date / Time of Ceremony

Please consult the pastor before changing the ceremony time.

Rehearsal Date and Time

Please consult the pastor before changing the rehearsal time.

Approximate Number of Guests

Bride's Address

Daytime Phone

Email Address

Evening Phone

Groom's Address

Daytime Phone

Email Address

Evening Phone

This form needs to be mailed to the church office, with the Scheduling Fee of \$100.00 and Damage Deposit of \$100.00 as soon as your date has been confirmed and approved by a representative from Hanscom Park Church. By signing below you acknowledge receipt of Hanscom Park Church wedding policies and guidelines and agree to them.

Signature/Date

If you have a change of address or telephone number, please, be sure to notify the church office.