

A Christian Marriage at Bellevue United Methodist Church



Congratulations! We know that your decision to marry is an exciting and joyful one, made with careful thought and filled with hope. The decision to have your wedding in the church suggests that you have a sense of God's presence in your relationship and that you anticipate God's blessings as you live out your marriage covenant. As a people of faith we remember that one of the first things Jesus did with his disciples was to take them to a wedding! We trust that Christ continues to bless our loving commitments with his presence and power. In Christ's spirit, our congregation looks forward to helping you make your wedding a meaningful and holy event.

In the context of faith a wedding is not simply a beautiful ceremony but a service of worship. In keeping with this understanding we have written the guidelines included in this handbook. Please read these guidelines and policies carefully, make copies available to all persons involved in the wedding (including the photographer, caterer, videographer, and florist.) Taking time to review these policies now will ensure a much smoother planning process in the days to come.

The people of Bellevue United Methodist Church are grateful for the opportunity to share with you in the celebration of your marriage!

GOD'S PEACE AND BLESSINGS, The Worship Committee of Bellevue United Methodist Church

Bellevue United Methodist Church
7501 Old Harding Road, Nashville, TN 37221
PH: 615-646-4146 FAX: 615-662-1066

Directions: The church is located near the corner of Old Harding Road and Sawyer Brown Road. For directions to Bellevue United Methodist Church go to www.BUMC.com

Sanctuary: seats 500-550

Chapel: seats 30-35

Christian Life Center: 200

Small Fellowship Hall: 50 maximum

Ordained Clergy on Staff:

Senior Pastor: Rev. Brian Marcoulier (office – 615-646-4146, extension 224)

There are several retired ministers and an ordained Deacon who are connected to Bellevue United Methodist Church.

Church Administrator, Deidre Lilly: Call the church office at 615-646-4146 (office@bumc.com)

Organist: Herman DePriest (hdorganbuff@juno.com)

(Revision: 11/2011; 1/2013)

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Officiating Minister and Pre-Marital Counseling

Couples wishing to be married at Bellevue UMC should schedule a preliminary conversation with a minister on our staff. If the minister agrees to officiate, follow up appointments are made for pre-marital counseling.

Clergy other than church staff may officiate by invitation of the senior pastor. However, Bellevue UMC does not host weddings for couples with whom we have no pastoral relationship.

Music for Your Wedding

The music selected for a wedding has great power to give the service its character. The use of music especially written for the church is encouraged. It ensures the proclamation of faith and the hope of Christian people. Such texts and music express the joy, praise, and thanksgiving that characterize marriage in a Christian context. When choosing vocal music for services of Christian marriage, you are usually safe when the text is taken from the Bible, our official *United Methodist Hymnal*, *The Faith We Sing*, or *Zion Still Sings*.

The use of live music is strongly recommended, as music is an offering to God. In all cases, you should discuss the musical selections with the church music staff and the officiating minister. The texts of all songs must be approved by a member of the music staff. Final decision regarding the music for a wedding will remain with a church staff musician in consultation with the pastor. It is the responsibility of the bride and groom to make an appointment with the music staff at least 6 weeks prior to the wedding.

The church staff organist will normally play for weddings at Bellevue United Methodist Church. If unavailable, another organist approved by the Minister of Music and /or organist may be invited to play. No invitation should be extended to another musician without consultation with the Minister of Music. *All musicians and instrumentalists must be approved by the music staff prior to playing for a wedding.* The music staff of Bellevue United Methodist Church is happy to assist you with selecting music for the service, and will provide you with suggestions for additional instrumentalists or vocalists as needed. Rehearsal times for soloists must be set in advance. It is assumed that the soloist will have learned the music prior to the rehearsal. The organist should be provided an *original* copy of any solo in the correct key for the vocalist/ instrumentalist at least 3 weeks prior to the wedding date. Fees and honorariums for musicians outside the church are the sole responsibility of the couple.

Wedding Coordinator

Wedding Coordinators from Bellevue United Methodist Church have been trained to assist you and to facilitate in the logistics leading up to the rehearsal and service. A Wedding Coordinator from the church is *required* and will be assigned to your wedding after your wedding date is confirmed.

A Wedding Coordinator meets the couple for pre-wedding consultation in regard to planning the details of the wedding service. The Coordinator is available throughout the planning process to answer questions and will meet with the couple again as the wedding date nears in order to confirm plans. The Wedding Coordinator serves as the church liaison in helping you understand and follow the policies of the church and to help coordinate your needs with those of the church. The Coordinator will unlock/lock the building, ensure adequate temperature adjustments are made, prepare the worship space for the wedding, ensure that the florist, photographer/videographer abide by the policies of the church, ensure that the staff are aware of the needs and times of the rehearsal and wedding, and so on.

The Wedding Coordinator is also available to serve as Wedding Director and assist the Minister at the time of the rehearsal and wedding, if desired. While couples are certainly free to retain personal wedding consultants, it is important to understand that a Wedding Coordinator from Bellevue UMC is required and that our congregation's Wedding Coordinator and the officiating minister are ultimately in charge of the rehearsal and service.

Rehearsals

The Officiating Minister, in cooperation with the Wedding Coordinator, will conduct the wedding rehearsal. The Wedding Coordinator will work with you in scheduling the rehearsal time.

Members of the wedding party are reminded that they are in a space dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly. The wedding party, including the bride and groom, are asked to arrive 15 minutes prior to the rehearsal starting time. Rehearsals will begin promptly at the designated time. Allow approximately 45 minutes for the rehearsal.

A wedding rehearsal is usually unnecessary if the wedding attendants do not exceed one each for the bride and groom. These plans can be arranged with the Wedding Coordinator and the officiating Minister.

Decorations and Flowers

Because a wedding is a worship service, all decorations and flowers should enhance the worship elements of the service. Decorations do not need to be elaborate to be effective. The chapel and sanctuary of the church are designed for worship and incorporate symbols of the Christian faith. The bride and groom and their families should read and be familiar with the terms of Form E: Florist Agreement regarding the decorating of the Sanctuary, Chapel, and reception areas. *Any* person providing decorations for your wedding whether professional, family, or friend must execute Form E: Florist Agreement.

No furniture or symbol will be moved from its usual location in the worship area unless approved by the Pastor and Wedding Coordinator. The facilities will be available for decorations two hours prior to the time of the wedding. Earlier entrance may be arranged in advance with the Wedding Coordinator. Protective cloths or plastic must be placed under all plants containing moisture. No candles or arrangements are to be placed on the organ console, piano, pulpit, lectern, or baptismal font. The use of an aisle cloth is a safety hazard and is therefore subject to approval. Confetti, rice, bird seed, and real rose petals should not be used.

During specific times of the church year (Christmas, Lent, and so on) the church may have decorations in place for the liturgical season. For instance, during Advent, the Sanctuary will be decorated for the season with the Advent wreath, banners, and other decorations appropriate to the liturgical season. Once these decorations are in place, they are not to be moved. Your Wedding Coordinator will alert you to these situations.

If you wish to leave your floral arrangements for use by the church after your wedding, please fill out the Form C: Flower Form and return it to the Administrative Assistant. Please inform your florist if you plan to leave the flowers for church use.

The Bride's Room and Groomsmen/Wedding Party Preparation Areas

The Bride's Room and Dressing Areas are available beginning two hours prior to the wedding. The Wedding Coordinator will direct Groomsmen to a preparation area. Bellevue United Methodist Church is not responsible for any personal belongings left anywhere on the church premises.

Sometimes there is more than one wedding scheduled on the same day, therefore; it is important that each bride respect the availability of the facility and the other families using it by not arriving before the scheduled time or lingering after the wedding.

Receptions

Two fellowship halls are available for your use. The Christian Life Center will accommodate up to two hundred people and the Small Fellowship Hall has the capacity of fifty. You will need to provide the Church Office with a diagram of the table set up for your reception one week prior to your wedding.

An outside caterer, family, or friends may provide food for the reception. *Any* person serving food for your reception whether professional, family, or friend must execute Form F: Caterer Agreement. Caterers are responsible for cleanup after the reception including trash removal, cleaning kitchen workspaces, wiping down tables, and so on.

Guests will be invited to move directly to the reception area immediately following the service rather than waiting to enter the reception space after the bridal party completes their picture taking. If your reception is being held in the Christian Life Center, guests should exit via the door to the left at the front of the sanctuary. If a receiving line or bride's book is used, it should be placed in the hallway between the Sanctuary and the Christian Life Center.

Photography and Videography

Photographs and videotapes will provide many years of enjoyment in remembering your wedding day. At the same time, we must remember that a wedding ceremony is a service of worship. No photography or videotaping must interfere with the worship experience. Anyone who is photographing or videotaping the wedding is responsible for abiding by the policies of Bellevue United Methodist Church. *Any* person who will be serving as photographer or videographer for your wedding whether professional, family, or friend must execute Form D: Photographer and/or Videographer Form. The form must be completed and returned four weeks prior to the wedding. The bride and groom need to familiarize themselves with the terms of the agreement and the policies specified by this church.

Neither the photographer, video operator, nor any assistants may move around the church, walk in the aisle, enter the chancel area or choir loft area for the purpose of taking photographs or video once the wedding music has begun.

The photographer and videographer must remain in the rear of the church during the wedding processional and recessional. All chancel videography must be by remote cameras. In the Sanctuary, photographs are to be taken from behind the two center sections of pews in the back of the sanctuary. Remote stationary cameras must do filming in the side aisles of the sanctuary. No flash photographs or lighted video filming may be taken during the wedding ceremony.

As many photographs as possible should be taken before the wedding to expedite picture taking after the ceremony. Consultations with the photographer/videographer should include clear instructions from you as to what photos are to be taken and the length of time the photographer needs to perform this job. (See contract.)

The bride and groom should inform the ushers, family members, and guests that flash photographs are not permitted during the ceremony.

Scheduling Your Wedding

The initial scheduling of weddings at Bellevue UMC is arranged through the Administrative Assistant. She can share with you dates that are available for your wedding. After reviewing the Wedding Handbook, the couple should return the completed Form A: Wedding Reservation and Information Form and a check for \$25.00 to the Administrative Assistant. In order to rule out the possibility of conflict of dates, the Sanctuary or Chapel may be reserved for a particular date only after staff consultation. After this consultation, the couple will be notified by the Administrative Assistant of the final confirmation of their wedding date and time and who the Wedding Coordinator will be.

Members of Bellevue UMC may reserve the facilities as far in advance of the ceremony as they wish. For purposes of these guidelines “member” means the bride, groom, parents or grandparents of the bride and/or groom, who have been active members of Bellevue United Methodist Church for at least six (6) months. (i.e. attends worship, participates in Sunday school, and so on.)

Overview of Policies for Wedding Related Property Use at Bellevue United Methodist Church

1. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party and outside contractors are informed concerning the policies and guidelines in this Wedding Handbook.
2. Bellevue United Methodist Church is not responsible for the loss or any damage to personal property of the wedding party, guests or and outside contractors.
3. Members of Bellevue United Methodist Church, their children, and grandchildren may be married in the Sanctuary or Chapel and may have their reception in the Christian Life Center or Small Fellowship Hall.
4. Smoking is not permitted inside any of the buildings at Bellevue United Methodist Church.
5. No food items or beverages will be allowed in the Sanctuary or Chapel.
6. The consumption of alcoholic beverages is not permitted on the property of Bellevue United Methodist Church, including the parking lots and grounds. No alcoholic beverages including wine or champagne may be served at receptions at Bellevue United Methodist Church. The officiating minister may refuse to perform a marriage at which a member of the wedding party is under the influence of alcohol or drugs.
7. The availability of the church facilities for weddings or receptions is on a first-come basis. Other church activities and/or weddings may be held on the same day.
8. Weddings generally are not held on New Year's Eve, New Year's Day, Easter Weekend (commencing with Maundy Thursday), Thanksgiving weekend, Christmas Eve, Christmas Day or other holidays or occasions when the church is officially closed or scheduling conflicts would occur.
9. The Pastor and the Wedding Coordinator must grant permission before removing any furniture or item from the Sanctuary or Chapel. Items removed must be returned to the original position.
10. The facility, including the Bride's Room and preparation rooms for the wedding party, is available two hours before a wedding and two hours after.
11. For pictures taken before the wedding, the Chapel or Sanctuary, the bride's Room, and the grounds are available to the bride and her photographer and videographer. No flash photography is permitted during the wedding service once the music begins.
12. Professional contractors, family, or friends may provide decorations, food, photographic, and/or video services for the wedding. *Anyone* who provides these services must be familiar with the policies of Bellevue United Methodist Church and execute and return the appropriate forms and deposits. The bride and groom are responsible for informing all of these persons of church polices and ensuring that the Administrative Assistant or the Wedding Coordinator has received the forms and deposits.
13. The Wedding Coordinator or the Administrative Assistant must receive signed copies of the Photographers and Videographers Agreement form, the Florist Agreement Form, and the Caterers Agreement Form and deposit fees as appropriate four weeks prior to the wedding.

Timeline for Weddings at Bellevue UMC

As Soon as Possible

- Complete and return Form A: Wedding Information and Reservation Form with appropriate fee.

Once Wedding is confirmed

- Contact Wedding Coordinator, set up initial meeting to review information and plans for the wedding
- Make copies of Form D: Photographer and/or Videographer Agreement Form, Form E: Florist Agreement Form, Form F: Caterer Agreement Form as needed and process to vendors, family, or friends as appropriate.
- Confirm wedding date and time with the church organist.

8-12 Weeks prior to the Wedding

- Confirm final time of the rehearsal and wedding with the Wedding Coordinator. Confirm any special needs with the Wedding Coordinator.
- Contact officiating clergy to schedule counseling sessions.
- Return Form B: Wedding Reception Request Form (due 12 weeks prior to wedding.)

6-8 Weeks prior to the Wedding

- Select a date to secure the marriage license.
- Contact organist/church music staff for a wedding music consultation.
- Return Form C: Flower Form to the Church office (due 6 weeks prior to wedding.)

4 Weeks prior to the Wedding

- Return completed Form D: Photographer and/or Videographer Agreement Form, Form E: Florist Agreement Form, Form F: Caterer Agreement Form with deposits as appropriate (due 4 weeks prior to wedding.)
- Schedule a final meeting with the Wedding Coordinator to confirm the detail of the wedding.

1 Week prior to the Wedding

- Confirm with the Wedding Coordinator arrival times of florists, caterers, photographers, and videographers.
- Give the Wedding Coordinator the fees for the organist, custodial staff, wedding coordinator, reception coordinator, sound technician, and honorarium for the clergy for distribution. (Checks made payable to each individual.)
- Confirm the same with the Reception Coordinator as needed.

Day of the Wedding rehearsal

- Give to the officiating Minister your Marriage License.
- Confirm any last minute details with the Wedding Coordinator or Reception Coordinator.

FEES

Fees for Members (see definition under the topic Scheduling Your Wedding)

Sanctuary

Scheduling Fee	\$25
Wedding - use of Chapel or Sanctuary	No fee
Reception – use of either Fellowship Hall	No fee
Pastor	Honorarium
Wedding Coordinator	\$150
Reception Coordinator	\$ 50
Organist	\$200
Soloist	Negotiated with individual
*Custodial Staff - Sanctuary	\$100
*Custodial Staff - Chapel	\$ 50
*Custodial Staff- CLC	\$100
*Custodial Staff – Small Fellowship Hall	\$ 50
Audio/Light Supervisor – Sanctuary	\$ 50

Fees for persons not on the membership roll, but who do have pastoral relationship with the church

Sanctuary

Scheduling Fee	\$ 25
Use of Sanctuary	\$250
Use of Chapel	\$ 50
Reception - Christian Life Center	\$200
Reception - Small Fellowship Hall	\$100
Pastor	Honorarium
Wedding Coordinator	\$150
Reception Coordinator	\$ 50
Organist	\$200
Soloist	Negotiated with individual
*Custodial Staff - Sanctuary	\$100
*Custodial Staff - Chapel	\$ 50
*Custodial Staff- CLC	\$100
*Custodial Staff – Small Fellowship Hall	\$ 50
Audio/Light Supervisor - Sanctuary	\$ 50

*Custodian or designee. If more than the usual hours are required for preparation and cleanup, this fee will be adjusted upward accordingly.

These fees do not include fees for other musicians or additional charges for special musicians and their rehearsals. REFUNDS shall be made to those who cancel at least thirty (30) days in advance of the scheduled dates. The church will retain \$25.00 for administrative costs.

**FORM A: Wedding Information/Reservation Form
Bellevue United Methodist Church**

Bride's Full Name _____

Preferred Name _____

Surname that you will use after the wedding _____

Current Address _____

City _____ State _____ Zip Code _____

Daytime Phone (____) _____ - _____ Evening Phone (____) _____ - _____

Cell Phone (____) _____ - _____ Email _____

Church affiliation _____

Do you have family members who attend Bellevue UMC? Please list.

Groom's Full Name _____

Preferred Name _____

Surname that you will use after the wedding _____

Current Address _____

City _____ State _____ Zip Code _____

Daytime Phone (____) _____ - _____ Evening Phone (____) _____ - _____

Cell Phone (____) _____ - _____ Email _____

Church affiliation _____

Do you have family members who attend Bellevue UMC? Please list.

Address of the couple after the marriage ceremony

City _____ State _____ Zip Code _____

(Continued on reverse side)

Wedding Date Requested

First Choice _____

Time _____

Second Choice _____

Time _____

Wedding Rehearsal Date Requested

First Choice _____

Time _____

Second Choice _____

Time _____

Approximate number of persons attending the wedding _____

Number of persons in the Wedding Party (Bridesmaids, Groomsmen) _____

Check all that apply:

_____ Request the Wedding be held in the Sanctuary

_____ Request the Wedding be held in the Chapel

_____ Request the Reception be held at Bellevue UMC in the _____

I have read the Wedding Handbook of Bellevue UMC and agree to abide by the policies as set forth in the document. I understand and agree to pay the fees as set forth in the Handbook.

Bride's signature _____ **Date** _____

Groom's signature _____ **Date** _____

For office use only:

___ Wedding date approved by Pastor and placed on calendar

Approved Wedding Date/Time _____

Approved Rehearsal Date/Time _____

___ Wedding Coordinator assigned (Name _____)

___ Reception Coordinator assigned (Name _____)

___ Custodian assigned (Name _____)

___ Light/Audio assigned (Name _____)

___ Clergy person performing wedding (Name _____)

Copies of this form given to:

___ Sr. Pastor

___ Wedding Coordinator

___ Music Minister

___ Organist

___ Custodian

___ Light/Audio Technician

___ Reception Coordinator

Fees paid:

___ Scheduling Fee (\$25)

___ Non Member Building Use Fees
(Amount \$ _____)

Forms submitted/date:

Form A: Wedding Information/Reservation Form ___/___/___

Form B: Wedding Reception Request Form ___/___/___

Form C: Flower Form ___/___/___

Form D: Photographer and/or Videographer Agreement Form ___/___/___

Form E: Florist Agreement Form ___/___/___

Form F: Caterer Agreement Form ___/___/___

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**FORM B: Wedding Reception Request Form
(form due 12 weeks prior to the wedding date)**

Bride's Name _____

Groom's Name _____

Bride's Current Address _____

City _____ State _____ Zip Code _____

Daytime Phone (____) _____ - _____ Evening Phone (____) _____ - _____

Cell Phone (____) _____ - _____ Email _____

Address after the marriage ceremony _____

City _____ State _____ Zip Code _____

Is your wedding being held at Bellevue UMC _____ yes _____ no

Date approved by clergy person/staff and placed on the church calendar _____

Time of wedding _____

Space requested:

_____ Christian Life Center (200 maximum)

_____ Small Fellowship Hall (50 maximum)

Caterer _____

Address: _____ City _____ State _____ Zip _____

Phone (____) _____ - _____

Cell phone (____) _____ - _____

Email _____

Other vendors (party rentals, florist, photographer, music./DJ)

Name _____

Address: _____ City _____ State _____ Zip _____

Phone (____) _____ - _____

Cell phone (____) _____ - _____

Email _____

Name _____

Address: _____ City _____ State _____ Zip _____

Phone (____) _____ - _____

Cell phone (____) _____ - _____

Email _____

Name _____

Address: _____ City _____ State _____ Zip _____

Phone (____) _____ - _____

Cell phone (____) _____ - _____

Email _____

FORM C: Flower Form
(due 6 weeks prior to the wedding)

Name: _____
Wedding date: _____

_____ I will NOT be leaving any flowers after the wedding.

_____ I will leave the following flowers for use in the Sanctuary, Welcome Center,
or Narthex on _____ (date)

Description (large altar arrangement, small side arrangement) _____

You will need to make arrangements with the florist to remove flowers immediately following the wedding. If you are leaving an arrangement at the church, you will need to notify and confirm that with your florist. You will also need to be in discussion with the Wedding Coordinator for pick-up times of plant stands, and other equipment by the florist/vendor if at a time other than immediately following the wedding.

**FORM D: Photographer or Videographer Agreement
Bellevue United Methodist Church**

Photographer/Videographer _____

Bride _____ **Groom** _____

Date of Event _____ **Time** _____

**PLEASE NOTE: THIS AGREEMENT IS DUE NOT LATER THAN
ONE (1) MONTH/FOUR (4) WEEKS PRIOR TO THE WEDDING DATE.**

The undersigned photographer/videographer and any employees of the undersigned have been engaged to provide photography/videography and other related services for the referenced event. In consideration of the undersigned's use of the facilities at Bellevue United Methodist Church, the undersigned hereby agrees to all of the following terms and conditions:

1. A wedding is considered to be a religious worship service at Bellevue United Methodist Church. Any photography/videography may only take place in a manner that does not interfere with the religious nature of the wedding ceremony.
2. Flash photography is permitted in the Sanctuary and Chapel prior to and following the wedding ceremony. **No flash photography or additional lighting of any type is permitted during the wedding ceremony in either the Sanctuary or Chapel.** Flash pictures may be taken at the back of the aisle as a bride enters or exits from the Sanctuary or Chapel.
3. No kneeling cushions, fixtures or appointments in the chancel and altar areas may be moved for any reason by the undersigned or any employees of the undersigned.
4. Video cameras may only be placed in locations approved by the wedding coordinator. All Chancel Video must be done by remote camera. Video cameras must be set up on tripods or other stationary equipment not less than 45 minutes prior to the wedding ceremony. Any additional equipment must be set up in an inconspicuous location approved by the BUMC wedding coordinator. All equipment, including any cords, must be secured in a manner which does not interfere with the safe passage of either the wedding party or guests within the Sanctuary or Chapel. Coordination of microphones or other amplification must be made in advance with Bellevue United Methodist Church audio supervisor through the Administrative Assistant at 615.646.4146 (mfields@bumc.com).
5. The Photographer/Videographer and any employees shall not roam or walk up and down the aisles of the Sanctuary or Chapel once the wedding music has begun, nor may the undersigned or their agents stand or sit at any time at the front, the chancel, choir or altar areas of the Sanctuary or Chapel for the purpose of taking photographs or videos.
6. Photography prior to the wedding service may take place in the Sanctuary or Chapel but must be concluded at least thirty (30) minutes prior to the announced time for the wedding ceremony.
7. The ministers of the church will be available to participate in photography/videography immediately following the wedding ceremony.

(Continued on reverse side)

8. The undersigned agrees to indemnify and hold harmless Bellevue United Methodist Church, its employees, officers and agents, from any damage, injury or loss to any person or persons to whom the undersigned may be liable under any worker's compensation laws, caused by, arising out of or in any way connected with the exercise by the undersigned of the privileges permitted under this agreement.
9. No part of this agreement may be modified, altered or amended except in writing. No modification, alteration or amendment of this agreement shall be binding upon Bellevue United Methodist Church until it has been duly accepted and signed by an authorized representative.
10. Failure to abide by the terms and conditions of this agreement may result in lost privileges of future services for weddings or other events at Bellevue United Methodist Church.

(Authorized Officer or Representative of Company/Photographer/Videographer)

(Printed Name of Authorized Officer or Representative)

Mailing Address/Street address

()
Telephone Number

Date

**FORM E: Florist Agreement
Bellevue United Methodist Church**

Florist _____

Bride _____ **Groom** _____

Date of Event _____ **Time** _____

**PLEASE NOTE: THIS AGREEMENT IS DUE NOT LATER THAN
ONE (1) MONTH/FOUR (4) WEEKS PRIOR TO THE WEDDING
DATE.**

Because a wedding is a worship service, all decorations and flowers should enhance the worship elements of the service. Decorations do not need to be elaborate to be effective. The chapel and sanctuary of the church are designed for worship and incorporate symbols of the Christian faith.

The undersigned florist (“Florist”) has been engaged to provide floral decorations and other related services for the referenced event. In consideration of the undersigned’s use of the facilities at Bellevue United Methodist Church (“BUMC”), the undersigned hereby agrees to all of the following terms and conditions:

1. Location of Decorations. Florist agrees that all decorations and candles used must be confined to the Chancel area and aisles. No decorations or candles are to be placed upon the choir seats, communion rail, organ console, piano, pulpit, lectern or baptismal font. Protective cloths or plastic must be placed under all plants containing moisture.
2. Use of Candles. Use only fully enclosed metal tube candles. In lighting any candles, candle lighters must be used and will be provided by BUMC. In no event may candles be used to light other candles, with the exception of Unity Candles. If aisle candles are used in the Sanctuary, aisle candles must sit inside the pew area to insure the safety of the wedding party and guests when moving in the aisles. If candles are removed, work with the Wedding Coordinator for special handling.
3. Use of Prie Dieu Prayer Kneeler. BUMC will make a prayer kneeler available if requested. Two wooden pedestal tables are available for flower arrangements in the Sanctuary.
4. Kneeling cushions in the Sanctuary may not be removed or rearranged. No furniture or symbol will be moved from its usual location in the worship area unless approved in advance by the Pastor and Wedding Coordinator.
5. The facilities will be available for decorations two hours prior to the time of the wedding. Earlier entrance may be arranged in advance with the Wedding Coordinator.
6. Use of Nails and Tacks and Scotch/florist tape. No nails, tacks, wire or Scotch/florist tape may be attached to any part of the church building, furniture, fixtures (including pews), or any church equipment for any purpose. The use of masking tape is permitted, but the use of florist tape cannot be used because it leaves a sticky residue.

(Continued on reverse side)

7. Aisle Cloths. Aisle cloths will not be permitted as they are safety hazards.
8. Removal of Decorations. The Florist agrees to remove from the premises all floral and other decorations within one (1) hour following the wedding party leaving the Sanctuary. Cleanup and removal of floral and other decorations is the responsibility of the Florist and not the staff of BUMC. No flowers, candles, candelabras, greenery or other decorations may remain in the church after Saturday evening on the day of the wedding. BUMC will not store any equipment left behind. If the bride and groom wish to leave their floral arrangements for use by the church after their wedding, Form C: Flower Form must be completed and returned to the BUMC's Administrative Assistant.
9. Indemnity. The undersigned agrees to indemnify and hold harmless BUMC, its employees, officers and agents, from all claims, demands, causes of action and suits resulting from any damage, injury or loss to any person or persons, including any persons to whom the undersigned may be liable under any worker's compensation laws, caused by, arising out of or in any way connected with the exercise by the undersigned of the privileges permitted under this agreement.
10. Modifications. No part of this agreement may be modified, altered or amended except in writing. No modification, alteration or amendment of this agreement shall be binding upon BUMC until it has been duly accepted and signed by an authorized representative.

Authorized Officer or Representative of Florist

(Printed Name of Authorized Officer or Representative)

Address

Telephone Number

Date

**FORM F: Caterer Agreement
Bellevue United Methodist Church**

Caterer _____

Bride _____ Groom _____

Date of Event _____ Time _____

Note: Deposit of \$50.00 must be attached to this agreement.

**PLEASE NOTE: THIS AGREEMENT IS DUE NOT LATER THAN
ONE (1) MONTH/FOUR (4) WEEKS PRIOR TO THE WEDDING
DATE.**

The undersigned caterer (“Caterer”) has been engaged to provide food services for the referenced event. In consideration of the use by the undersigned of the facilities of Bellevue United Methodist Church (“BUMC”), the undersigned hereby agrees to the following terms and conditions:

1. Use of Kitchen Facilities. The kitchen facilities are intended for use as a staging area. Kitchen warmers may, however, be used for warming any prepared foods. Under the guidance of the Reception Coordinator, the dishwashers in the CLC kitchen may be used to clean cups, plates and silverware immediately following the event. The dishwashers may not be used to clean cups, plates and silverware prior to the event. For an additional fee of \$50.00 equipment may be used for cooking with supervision by the Reception Coordinator. The caterer is to provide all plates, cups, silverware, and glasses, serving utensils and tablecloths required for the event.
2. Use of Alcohol. No alcohol or alcoholic beverages may be served at any time during the event. Alcoholic beverages include champagne punch and any other punch containing alcohol of any type.
3. Indemnity. The undersigned agrees to indemnify and hold harmless BUMC, its employees, officers and agents, from all claims, demands, causes of action and suits resulting from any damage, injury or loss to any person or persons, including any persons to whom the undersigned may be liable under any worker’s compensation laws, caused by, arising out of or in any way connected with the exercise by the undersigned of the privileges permitted under this agreement.

Authorized Officer or Representative of Caterer

(Printed Name of Authorized Officer or Representative)

Address

Telephone Number

Date