

YOUR WEDDING

A7

WESLEY UNITED METHODIST CHURCH



**1164 San Bernard Street
Austin, Texas 78702
(512) 478-7007**

Revised October 10, 2010

Dear Bride and Groom,

Wesley United Methodist Church is a historical landmark, established in 1865. Over the years, couples have utilized this historic and beautiful setting to exchange wedding vows and begin their new lives together.

The Gothic setting of the sanctuary lends itself to a traditional wedding in a picturesque environment of antique stained glass and exposed cedar beamed ceilings. Wesley's long center aisle is perfect for the bride and father 'stroll' to join the entire wedding party. The historic structure has undergone a major renovation and offers a memorable setting for festive occasions any season of the year.

The Wesley United Methodist Church family is delighted that you would consider utilizing our facilities as a place to share this special event with your family and friends. It is our prayer that God will continue to bless, guide and keep you.

The Wesley Family

YOUR WEDDING AT WESLEY

MEMBERSHIP CLASSIFICATIONS AND FEE SCHEDULES:

MEMBER STATUS

A couple may marry under the status of member if the bride and/or groom are members of the Wesley United Methodist Church at the time the church reservation is requested.

NON – MEMBER STATUS

A couple may marry under the status of non-member if the bride and/or groom are not members of the Wesley United Methodist Church at the time the church reservation is requested.

SANCTUARY ONLY

MEMBER

\$ 150

\$ 75 Deposit

\$ 75 Sexton services (per day for room and equipment set up/dismantling)

\$ 75 Sound Technician (per day)

NON - MEMBER

\$ 200

\$ 100 Deposit

\$ 75 Sexton services (per day for room and equipment set up/dismantling)

\$ 75 Sound technician (per day)

SEATING CAPACITY

SANCTUARY	- approximately 400
BALCONY	- approximately 50
LOWER AUDITORIUM	- approximately 200 (non-seated reception)
LOWER AUDITORIUM reception)	- approximately 175 (seated reception)

The Ladies Parlor is the dressing area for the bride and her attendants. Rooms are available in the lower auditorium area for the groom and groomsmen. Additional needs must be reviewed, discussed and approved by the Wedding Ministry.

ADDITIONAL SERVICES AND FEES

KITCHEN AND LOWER AUDITORIUM

MEMBER

\$ 300

\$ 150 Deposit

\$ 75 Sexton services (per day for room and equipment set up/dismantling)

\$ 75 Sound Technician (per day)

NON - MEMBER

\$ 350

\$ 175 Deposit

\$ 75 Sexton services (per day for room and equipment set up/dismantling)

\$ 75 Sound Technician (per day)

SANCTUARY AND LOWER AUDITORIUM

MEMBER

\$ 300

\$ 150 Deposit

\$ 75 Sexton services (per day for room and equipment set up/dismantling)

\$ 75 Sound Technician (per day)

NON - MEMBER

\$ 350

\$ 175 Deposit

\$ 75 sexton services (per day for room and equipment set up/dismantling)

\$ 75 Sound Technician (per day)

NON – FEE SERVICES

CORDLESS MICROPHONES

CORD MICROPHONES

TWO FLOWER STANDS

TWO CANDLE LIGHTERS

SPECIAL NOTICES

Payment of fees for use of the Wesley United Methodist Church facilities must be made when the reservation is confirmed. All fees will be refunded if the church is notified at least two (2) weeks in advance if the wedding is canceled.

There will be a twenty-five dollar (\$25.00) fee assessed for all returned checks.

Reservations are not guaranteed until and unless the deposit has been paid in full within three (3) days after making the request for use of the facilities.

You are required to review and sign a copy of the Wesley United Methodist Church Facility Use Guidelines. The Wedding Ministry will provide a copy of these guidelines to you.

GENERAL USE RULES

- **The bride and groom must identify the officiating minister at the time the reservations are made. If the minister is not on the pastoral staff at Wesley United Methodist Church, he or she must be approved and assisted by the Pastor.**
- **Ministers of other denominations may assist a Wesley United Church minister if the pastor has approved them.**
- **Rice, birdseed or other similar items may not be used inside the sanctuary. However, they may be made available to the guests outside the church at the time the bride and groom are leaving.**
- **Confetti and candles are not allowed on church property.**
- **Alcoholic beverages are not allowed on Wesley United Methodist Church property.**
- **The photographer and videographer may take pictures before or after the ceremony.**
- **Candelabras may be used in the sanctuary with votive or metal encased candles only. No drip less or any other tapers may be used.**
- **The Sexton will unlock the church on the day of the wedding three (3) hours before the scheduled ceremony unless other arrangements are made.**
- **Rehearsal time is two (2) hours.**
- **The marriage license must be presented to the minister before the wedding ceremony begins.**
- **If the bride wishes to leave a floral arrangement for use at the Sunday services, the church office must be notified the week before the wedding so that regularly scheduled altar flowers will not be ordered.**
- **Outside caterers may be used but must comply with the Wesley United Methodist Church General Use Guidelines. The Wedding Ministry will provide a copy.**
- **The florist shall notify the church office of the time of arrival to decorate the church.**

- **Tables and chairs are available for the reception. The Sexton is responsible for set up and dismantling of chairs and tables.**
- **No weddings, wedding rehearsals or receptions may be scheduled on the dates that are identified in the Wesley United Methodist Church Facility Use Guidelines. The Wedding Ministry will provide a copy of these guidelines.**
- **All secular music must be approved the Pastor.**
- **Use of the sound system equipment must be pre-approved by the Pastor and the Sound Technicians.**