

BUILDING USE

THE WEDDING PARTY MUST AGREE TO & ABIDE BY THE FOLLOWING GUIDELINES.

Decorations used in the sanctuary (flowers, candles, etc) must be discussed and approved.

Only the wedding coordinator or the pastor can add or remove things from the altar.

Appropriate music is to be reviewed and approved by the pastor during counseling.

Care must be taken by the wedding party and the florist to protect the carpet and altar covering.

No tacks or tape may be used on any surface or furnishings.

Smoking is not permitted in any part of the building.

Only non-alcoholic refreshments may be served.

Petals tossed by a flower girl must be artificial.

Only birdseed or bubbles may be used and only passed out as the guests leave the building.

No flash photography is allowed during the ceremony. Videos may be recorded, but only from assigned locations.

The bride and groom are responsible for any damage to the building caused by the florist, photographer, or videographer.

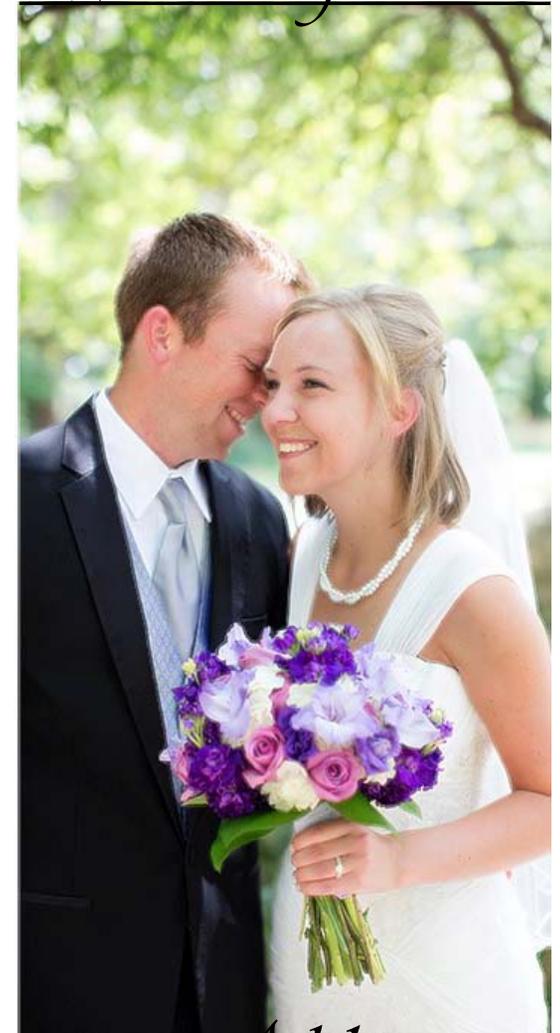


ALDERSGATE
United Methodist Church

7901 W. 21st Street N.
Wichita, KS 67205



Weddings



at Aldersgate

{ **NON-MEMBER PRICING** }

7901 W. 21st Street N.
Wichita, KS 67205
p. 316-722-8504
f. 316-722-8509

- On 21st Street, west of Ridge Rd. -

PLANNING YOUR WEDDING

Your Aldersgate **Wedding Coordinator** will

- ☞ coordinate many of the small details of your special event to ensure a smoother service. The services you can count on from your wedding planner include the following:
- ☞ meet with the bride and groom to coordinate availability of the Pastor, musicians, custodian, sound, and other details involving building use.
- ☞ will attend your rehearsal to acquaint herself with the order of service.
- ☞ will instruct the custodian on the room arrangements for the wedding and/or the reception.
- ☞ will open the building and receive deliveries from vendors on the day of the wedding. Delivery time should be prearranged.
- ☞ will work “behind the scenes” during the wedding to help the wedding run smoothly.
- ☞ will direct you to the UMW wedding reception contact.



PRICE LIST

Weddings

Sanctuary Capacity is 400	\$250
Custodial Fee	\$200
Minister <i>At least three hours of premarital counseling are required. Charges apply, even if a guest pastor officiates.</i>	\$150
Wedding Coordinator (required) <i>Up to eight hours</i>	\$300
Over eight hours (one hour minimum)	\$50/hour
Pianist	\$150
Additional non-church soloist rehearsals (one hour minimum)	\$25/hour
Organist	\$150
Soloist	\$150
Sound Technician (required)	\$150
Video Recording	\$100
Additional Technology Services (See “Request for Use” form) <i>Max three hours for sound & video</i>	\$50
Additional time (one hour minimum)	\$25/hour
Moving of Banner <i>Banner will not be moved during December.</i>	\$150
Moving of Rails	\$100

Receptions

Fellowship Hall (Reception) Capacity is 160	\$200
Custodial Fee for Reception <i>Reception must be cleaned up and out of the room by 3:30 p.m.</i>	\$175
Fellowship Hall (Rehearsal Dinner) Capacity is 160 Rehearsal Dinner	\$200
Custodial Fee for Rehearsal Dinner	\$175
United Methodist Women <i>Fee is for coordination of dinner or reception for 100 or fewer guests.</i>	\$150
More than 100 guests, add	\$50
<i>The United Methodist Women prefer only to host a dinner/reception if it is in the Fellowship Hall.</i>	

The building deposit is due upon reservation. The balance of building charges are due 30 days prior to the wedding. All other fees must be paid on the evening of the rehearsal. Individual checks please.

The service of Christian marriage is a celebration of the good news of God’s grace. It is a sign of a covenant, in which a couple marry themselves to each other in the presence of God and His community.

The minister is our church’s official representative, witness, and presides over and pronounces the blessing. In keeping with the United Methodist tradition, the appointed pastor of Aldersgate is responsible for the proper conduct of all worship services and presides over the weddings in Aldersgate’s sanctuary. If you would like another pastor to assist with the service, it needs to be arranged by the Aldersgate pastor in advance.

The first step in arranging for a wedding is to call the church office to determine availability of the pastor, and date for the wedding. Upon approval, you will be referred to a wedding coordinator who will help coordinate the use of the facility.