

Request Form

Names: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Day phone: _____ Cell: _____

E-mail: _____

Wedding date & start time: ____/____/____ at ____:____

Number of people expected: _____

Spaces needed (circle):	Sanctuary	Prayer Chapel
	RCLC (see below)	Courtyard

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RCLC use:

Will you be serving food? YES NO

Number of tables needed (each table seats 8): _____

Please list preliminary or final set-up requests:

(Tables and chair arrangements, serving tables, etc.)

Deposits & Fees

Deposits

All deposits will be in the form of cash and refundable until 1 month prior to the event. A deposit is required to reserve your date.

- Sanctuary/Worship center: \$250
- Prayer Chapel: \$100
- Courtyard (outdoor ceremony): \$100
- RCLC: \$150 (if using sanctuary for ceremony)
\$250 (if not using sanctuary for ceremony)

Community Member Fees

- Sanctuary/Worship center: \$400 *includes \$100 custodial fee*
- Prayer Chapel: \$150 *includes \$50 custodial fee*
- Courtyard: \$200 *includes \$50 garden fee*
- RCLC & kitchen: \$200 for reception up to 8 hours*
**With additional custodial fee of \$15.50 per hour and \$2 per table (includes set-up & tear-down)*
- Pastor honorarium: \$100
- Pianist/organist: \$100
Includes rehearsal & wedding. Please pay directly to pianist/organist.
- HUMC sound technician: \$100
Includes rehearsal & wedding. Please pay directly to sound technician.

HUMC Member Fees

- Custodial fee (sanctuary/worship center): \$100
- RCLC & kitchen: \$50 for reception up to 8 hours*
**With additional custodial fee of \$15.50 per hour and \$2 per table (includes set-up & tear-down)*
- Pastor honorarium: \$100
- Pianist/organist: \$100
Includes rehearsal & wedding. Please pay directly to pianist/organist.
- HUMC sound technician: \$100
Includes rehearsal & wedding. Please pay directly to sound technician.



Wedding Policy



Harrisonville United Methodist Church (HUMC) congratulates you on your upcoming marriage! To help make it a more joyful and meaningful experience, please review the policy carefully. Please consult the HUMC pastor with questions or comments regarding your wedding plans.

Setting the Date

A wedding date must be scheduled with the HUMC pastor and also placed on the church calendar. Tentative dates can be set by calling the office administrator at 816.380.3424. You may make an appointment to meet with the church pastor at this time. Weddings for couples who are not HUMC members cannot be scheduled more than six months in advance.

Pastor

The Book of Discipline of the United Methodist Church requires that weddings be performed by the pastor appointed to the local church, unless the appointed pastor gives permission to another qualified member of the clergy to officiate. If you wish for another clergyperson to assist with the ceremony, you must confer with the HUMC pastor for approval.

To help plan the ceremony, the pastor will schedule multiple meetings with you and your future spouse when your wedding date has been set.

Photographs

- Video cameras operated by your photographer will be allowed in designated areas. (Please consult with the pastor to identify these areas.)
- Professional photographers can capture the ceremony in an unobtrusive manner. Wedding guests must remain seated during the ceremony.
- HUMC does not permit flash photography during the ceremony. Please ask your guests to honor this policy.

Candles, Flowers, and Decorations

- Candelabras (Fourteen 12” white tapers) are available for use. You must provide the candles. Please place plastic under candelabras to protect the carpet.
- A unity candle holder is available for use. You must provide a 3” unity candle and two 6” tapers.
- Candle lighter wands are available for lighting candelabras.
- Small floral arrangements and bows may be hung on the ends of pews with ribbons or cloth-covered wire. Nothing may be attached except in this manner.
- Do not use tape of any kind in the sanctuary.
- Aisle runners are not permitted.
- Nothing in the sanctuary may be removed or moved without permission from the pastor.

Music and Technology

- The music for your service must be approved by the pastor in advance. A marriage ceremony is a religious service; and therefore, should be in keeping with the religious setting.
- The organist/pianist for your wedding must be approved in advance by the church pastor or the HUMC director of music ministry.
- HUMC has both tape and CD decks. We do not provide amplification for other instruments.
- A video projector is available for an additional expense.
- HUMC sound technicians are available for your ceremony.

Use of Facility

- Bubbles or bells may be used to greet the new couple as they exit the ceremony.
- Helium balloons are prohibited due to the smoke alarm design.
- Alcoholic beverages are prohibited.
- Any loss or damage by careless or negligent use must be paid for by the individual who signs the facility care contract.
- Gambling or games of chance are prohibited.
- HUMC is a Safe Sanctuary facility: therefore, no children or youth through senior high level are permitted in the facility unless accompanied by two or more adults.

Facility Specifications

Sanctuary/Worship Center	seats 350 guests
Prayer Chapel	seats 45 guests
Courtyard	seats 100 guests
RCLC	seats 130 guests Room dimensions: 48 x 72 feet

Contact Information

Office: 816.380.3424
Email: cwillis@hvilleumc.org

Harrisonville United Methodist Church
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