

## Middleburg United Methodist Church

15 WEST WASHINGTON STREET

P.O. BOX 284

MIDDLEBURG, VA 20118

### Policy & Procedures

The following represents the policy of the Middleburg United Methodist Church in regards to weddings held in our church

- There will be a charge of \$600.00 for all non members, free to members, which includes the use of the church for the rehearsal night and the day of the wedding. This charge also includes the use of the kitchen and social hall in the event your reception is held here. The fee also covers the cleaning of the church after the wedding by our custodian.
- At the time of acceptance of these terms, a **non-refundable** deposit of \$100.00 is necessary to confirm your wedding date on our calendar. This deposit will be applied toward the total payment.
- The remaining funds are due 2 weeks prior to the event. If not received on time, cancellation of the date may result.
- There is no smoking or use of alcoholic beverages on church property.
- Flash picture taking during the actual ceremony is prohibited, but videotaping or recording is permitted. Time after the ceremony will be provided to take as many flash pictures as desired.
- We request that birdseed be thrown in place of rice. Throwing of birdseed is not permitted in the church or social hall.
- The seating capacity of the church is 200-225, includes the balcony.
- The marriage license must be issued in the State of Virginia in order to perform the ceremony. Please bring the license to the last counseling session so the minister can fill it in and have it available after the actual ceremony.
- If our minister is to perform the ceremony, his fee is \$300.00 for all non-members, free to members. If another Christian minister is to be used, authorization **must** be given by the minister of this church **prior** to making your deposit. If our minister is to perform the ceremony three counseling sessions are required before the ceremony. The cost of these sessions is included in the minister's fee.

- The church organist/pianist is Karen Chase. She can be contacted at 540-554-2390. If you wish to use her as the organist/pianist please contact her directly and provide ample notice of date and time of your wedding and discuss the music you desire to have played.
- We have brass candelabras available to use during the ceremony. Notify us in advance if you desire to use them. We request that driplless candles such as bees wax be purchased.
- In the event street parking is required or desired, you may contact the Middleburg Police Department at 540-687-6633. They will make arrangements to block off parking or inform you of any requirements they have regarding parking
- If the reception is held in our social hall, the use of the kitchen and its equipment is included in your fee. Tables and chairs are available to seat 100 people. You must furnish the tablecloths and other items required for the reception. You are responsible for cleaning the social hall and kitchen and for the removal of the trash after the event.
- It is your responsibility to insure that a member of your wedding party properly disposes of flower container, corsage boxes, plastic bags and coat hangers. This is all the cleaning we require of the wedding party unless the reception is held in our social hall.
- You are responsible for damage to church property caused by your guests or members of the wedding party.

If you need further clarification on these items please contact the church office at your convenience.

Please complete and sign the attached form and return to the church as soon as possible so that we can schedule your wedding on our calendar.

God bless you both on this most Holy event.

Administrative Council  
Middleburg United Methodist Church

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P.O. BOX 284

MIDDLEBURG, VA 20118

**Wedding Application**

I \_\_\_\_\_ have read and hereby accept the policies and procedures of the Middleburg United Methodist Church and enclose my check or money order for the required **non-refundable** deposit.

Our wedding is scheduled for \_\_\_\_\_

at \_\_\_\_\_ AM/PM with rehearsal scheduled on \_\_\_\_\_

at \_\_\_\_\_ AM/PM

The minister that will be performing the ceremony is \_\_\_\_\_

Name of bride \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Name of groom \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

The church address: Middleburg United Methodist Church  
15 West Washington St., P.O. Box 284  
Middleburg, Virginia 20118

Telephone: Church office: 540-687-6492  
Parsonage: 540-687-5457