

**Walnut Grove United Methodist Church
1225 Walnut Grove Road**

WEDDING POLICY

Highland Valley United Methodist Church
15524 Chenal Parkway, Little Rock, Arkansas 72211
501 224-6047

Congratulations on your upcoming wedding. Highland Valley United Methodist Church is pleased that you are considering the celebration of your wedding at Walnut Grove UMC. It is our hope that this Wedding Policy will give you the guidelines needed to make your wedding plans and ceremony go as smoothly as possible. The wedding ceremony is first and foremost a worship service. All elements of the service should have Christian spiritual significance or symbolism that has a basis in Biblical teaching and/or Church tradition.

Scheduling of Rehearsal and Wedding

The first step in scheduling is to contact the Church Secretary at 224-6047 to check that the wedding date you have selected is available. If so, you will be given the contact information for the Wedding Attendant who will provide the necessary information regarding the use of Walnut Grove. The Wedding Attendant will make available to you the copy of the Wedding Policy.

For the sake of coordination and to avoid scheduling conflicts, no date will be placed on the calendar without all of the following:

1. Review of the Wedding Policy.
2. Approval of the Wedding Date.
3. Receipt of the deposit of \$250.00 made payable to Highland Valley UMC specifying Walnut Grove.

Walnut Grove Facilities

1. WGUMC has capacity of 65 to 85.
2. A vintage piano is available.
3. We do not allow smoking in the church building or the consumption of beer or other alcoholic beverages anywhere on the church grounds including the parking lot.
4. The Wedding Party is responsible for any damage to the buildings or furniture. Your \$250.00 Refundable Deposit will gladly be returned if no damage occurs. If damage occurs, the deposit will be applied towards repair or special cleaning.
5. A room at the rear of the building has a restroom and changing facilities.
6. Walnut Grove does not have access to drinking water.

Decorations, Candles and Flowers

Walnut Grove is a beautiful worship space and is also a historically significant building therefore care must be taken to ensure that the integrity of the church is maintained.

1. It is the Bride's privilege to select all floral and make all decoration plans for the wedding ceremony. These plans must be discussed with the Wedding Attendant and her approval given for all decorative items used in the Church.
2. Since the symbols, furniture, and fixtures in the Church are already in their proper place, they cannot be moved without the prior approval of the Wedding Attendant.
3. Decorations are not to be placed in the Church until a day before the wedding. All decoration should be removed shortly after the wedding unless prior arrangements have been made in advance with the Wedding Attendant.
4. Bows and/or flowers may be hung on the side of pews providing the wood finish is not damaged. Otherwise, wiring, taping, gluing, stapling, or tacking of decorations to pews, furniture, or walls is not permitted.
5. No rice or confetti may be used; however birdseed is allowed.
6. We encourage you to use liquid wax candles. If using wax candles, you must use dripless candles and place a protective floor covering beneath all candelabras.
All candles must be removed after the wedding.

The Wedding Attendant

The WGUMC Wedding Attendant will work with you in planning and conducting the details of your rehearsal and wedding. As soon as your wedding is officially scheduled, your Wedding Attendant will call you and provide the following services:

1. Go over the wedding policy and discuss plans
2. Review the facility and its use.
3. Review and approve decorations.
4. Unlock and lock the building for rehearsal & wedding.
5. Turn on air/heating systems
6. Make sure the restroom is functioning.

Walnut Grove United Methodist Church Wedding Fees

Security Deposit **\$250.00**

The Security Deposit is required before date can be scheduled on the church calendar. This deposit is refundable and will gladly be returned if no damage occurs. If damage occurs, the deposit will be applied towards repair or special cleaning.

Walnut Grove Church Fee **\$500.00**

Wedding Attendant Fee **\$300.00**

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This form is to be completed by the WGUMC Attendant and signed by the Bride as soon as possible once the wedding is scheduled.

Wedding Date _____

Name of Bride _____

Name of Groom _____

Deposit - A refundable deposit of \$250.00 Amount Due \$250.00
is due at the time of the scheduling.

Church Fee Amount Due \$500.00

Attendant Fee Amount Due \$300.00

The DEPOSIT is due at the time the wedding is scheduled with the Wedding Attendant. ALL OTHER FEES are due no later than 4 weeks prior to the wedding. If payment is not received by this date, the ceremony will be removed from the church calendar and made available to other groups to reserve. All checks should be made payable to Highland Valley UMC with a designation to Walnut Grove.

I have read the Walnut Grove UMC Wedding Policy and agree to abide by all policies noted therein and as such, accept responsibility for full payment of the fees quoted above by the date due.

Signature of Bride _____

Signature of Groom _____

This section is to be completed by the Financial Manager of Highland Valley UMC:

DATE DEPOSIT RECEIVED: _____

DATE REMAINDER OF FEES DUE: _____