

## Special Terms and Conditions for Weddings

1. Payment schedule:
  - a. Payment by check is preferred, made out to Bracken UMC; and
  - b. Deposit (Half the building use fee (FH, S) is required at time of reservation.
2. A wedding may be preempted by a church function with a minimum of three months notice. (This is only done if there is no other solution and a full refund will be given by BUMC.)
3. Three required counseling sessions, prior to the wedding are included in the pastor's fee.
4. The use of BUMC's Wedding Manger is optional for the wedding, rehearsal, and reception. The wedding manager's responsibilities are to open up and be here before, during, and after the rehearsal, wedding, and reception: to assist set up in the sanctuary, Fellowship Hall, and Connection Center; to be available if problems arise concerning church property; to assist moving and replacing altar items as necessary; to lock the facility after the function;
5. The use of an outside minister must be approved by Rev. Bistline. A pastor consultation fee \$100 may apply.
6. Please contact pianist, Janie Franz, (830) 606-6717. If you would like to use your own musician, he/she must be approved by BUMC's Music Director or by Rev. Bistline.
7. Facilities will be open 2 hours prior to wedding to allow for dressing.
8. Decorating for wedding or reception will be done to coincide with wedding rehearsal, not day of wedding.
9. No flash or disruptive photography during the service.
10. Only bird seed may be thrown outside the buildings; nothing may be thrown inside (including flower petals).
11. Only non-drip candles may be used. Any candle wax damage is the wedding party's responsibility.
12. Bows, etc. must not be attached to the pews or altar in a way that might damage the wood.
13. Items may not be removed from walls, tables, shelves, etc. without permission of the Wedding Manager. If permission is given for removal, the items must be returned to their proper places.
14. All decorations must be removed after the function. The Wedding Manager or Custodian will take care of further clean-up.
15. Preschool rooms/equipment are not to be used.
16. If church property is damaged, please notify the Wedding Manager or the Pastor.
17. The sanctuary seats 200 people comfortably.
18. The fellowship hall will seat approximately 110 people for dinner.
19. Church office hours are Monday, Tuesday and Thursday, 9:00am - 3:00pm. Wednesday 8:30-2:30 and Friday 8:30-12.
20. **Receptions at BUMC are scheduled for only two (2) hours, and on Saturday nights the reception must be over by no later than 9:00 p.m.**