

# GET MARRIED IN BETHLEHEM



**770.867.3727**

**709 Christmas Ave. Hwy. 11**

**Bethlehem, GA 30620**

**[info@bethlehemfirstumc.com](mailto:info@bethlehemfirstumc.com)**

**[www.bethlehemfirstumc.com](http://www.bethlehemfirstumc.com)**

We are pleased that you are considering our church for your special occasion. We will do everything possible to make your wedding the joyful, Christian experience that it should be.

**Bethlehem First United Methodist Church**

## WEDDING CHECKLIST

Thank you for choosing Bethlehem First United Methodist Church for your wedding. This checklist will help you prepare for your special day.

1. **Contact our Church Representative**

Karen Whitehead | 770-867-3727 ext. 11 | [karen.whitehead@bethlehemfirstumc.com](mailto:karen.whitehead@bethlehemfirstumc.com)

- *reserve your date and obtain our wedding packet*
- *discuss facility set-up and answer any questions about building usage.*

2. **Contact our Wedding Director**

Cathy Murch | 770-868-6193 | [educatmurch@windstream.net](mailto:educatmurch@windstream.net)

- *discuss details of the wedding party. Please call as soon as booked.*

3. **Contact our Church Sound Technician**

Mark Nichols | 404-606-7671 | [mark.nichols@bethlehemfirstumc.com](mailto:mark.nichols@bethlehemfirstumc.com)

- *discuss all your audio needs.*



### **Need an Organist or Pianist?**

Services are optional with a suggested amount of \$150.

### **Contact our Musician**

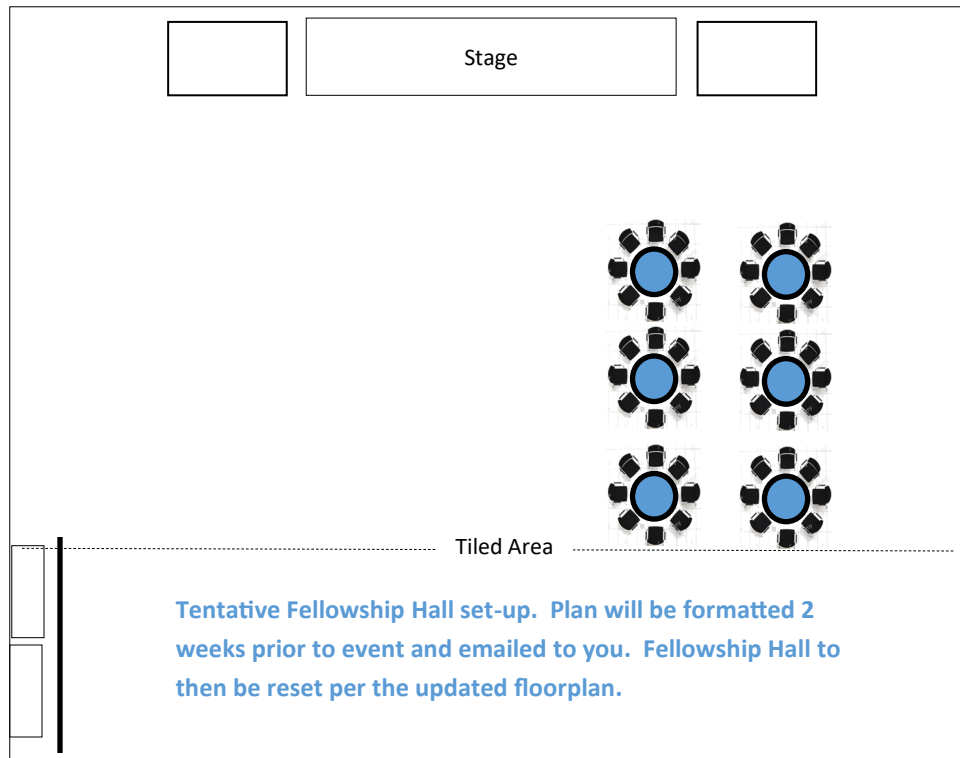
Katie Wilson | 404-732-7308 | [pbp4katie@windstream.net](mailto:pbp4katie@windstream.net)

### **Need a Minister?**

If another minister (not from Bethlehem First UMC) is going to preside, please fill out the Minister information located on the Event Request Form, page 4.

Bethlehem First UMC has a Senior Pastor and an Associate Pastor. If you would like to have one of them perform your ceremony, please notify Karen Whitehead, 770-867-3727 ext. 11.

## FELLOWSHIP HALL AND SANCTUARY DEPARTURE CHECKLIST



### FELLOWSHIP HALL/KITCHEN

1. PLEASE LEAVE OUR FELLOWSHIP HALL AS YOU FOUND IT.
2. ALL TABLE TOPS MUST BE WIPED.
3. TILED AREA MUST BE SWEEPED.
4. RUG AREA MUST BE VACUUMED. **VACUUM LOCATED IN CLOSET WITH CHAIRS.**
5. ALL GARBAGE MUST BE PLACED IN THE DUMPSTER. **DO NOT LEAVE ANY TRASH OUTSIDE THE DUMPSTER OR BUILDING.**
6. ALL COUNTER TOPS IN KITCHEN MUST BE WIPED.
7. KITCHEN MUST BE SWEEPED. **BROOM LOCATED IN CLOSET WITH CHAIRS.**

### SANCTUARY

1. ARRANGEMENTS TO MOVE FURNITURE IN THE CHANCEL AREA WILL BE HANDLED BY THE CHURCH REPRESENTATIVE. THE PIANO AND ORGAN WILL NOT BE MOVED AND NO DECORATIONS WILL BE PLACED ON THEM.
2. ALL WEDDING DECORATIONS MUST BE REMOVED IMMEDIATELY FOLLOWING THE CEREMONY AND/OR RECEPTION.
3. ALL PERSONAL BELONGINGS MUST BE REMOVED.
4. SEE THE WEDDING POLICIES BOOKLET FOR DETAILS ON DECORATIONS.

**EVENT REQUEST**

**NAMES:** \_\_\_\_\_  
*Bride Last Name* | *Groom Last Name*

**Wedding Date:** \_\_\_\_\_ **Wedding Time:** \_\_\_\_\_

**Followed by Reception?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Rehearsal Date:** \_\_\_\_\_ **Rehearsal Time:** \_\_\_\_\_

**Set-Up Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **Relation to Bride:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_



**BRIDE NAME:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Address**

**City, State, Zip:** \_\_\_\_\_

**GROOM NAME:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Address**

**City, State, Zip:** \_\_\_\_\_



**MINISTER:** \_\_\_\_\_

**Address**

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

BRIDE/GROOM NAME \_\_\_\_\_

CONTACT #'S \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

Followed by Reception? \_\_\_\_ Yes \_\_\_\_ No

REHEARSAL DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

SET-UP DATE \_\_\_\_\_ TIME \_\_\_\_\_



ORGANIST \_\_\_\_\_ YES \_\_\_\_\_ NO NAME \_\_\_\_\_

PIANIST \_\_\_\_\_ YES \_\_\_\_\_ NO NAME \_\_\_\_\_

PASTOR \_\_\_\_\_ NAME \_\_\_\_\_

**MUSIC REQUESTS**

VOCALISTS \_\_\_\_\_ YES \_\_\_\_\_ NO HOW MANY \_\_\_\_\_

INSTRUMENTALISTS \_\_\_\_\_ YES \_\_\_\_\_ NO HOW MANY \_\_\_\_\_

CD'S \_\_\_\_\_ YES \_\_\_\_\_ NO



**ROOMS NEEDED**

\_\_\_\_\_ Chapel \_\_\_\_\_ Sanctuary \_\_\_\_\_ Worship Center

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen



**DISTRIBUTE COPIES** \_\_\_\_\_ **TO**

\_\_\_\_\_ Accounting Manager \_\_\_\_\_ Church Rep \_\_\_\_\_ Custodian

\_\_\_\_\_ Musician \_\_\_\_\_ Sound Tech \_\_\_\_\_ Wedding Director

**Non-Member Wedding Forms**

**NON-MEMBER FEES & RESERVATION FORM**

**CHAPEL** (*Maximum 40 people*) **\$300** \$ \_\_\_\_\_  
 Rental fee includes: Wedding Director only.

**SANCTUARY** (*Maximum 450 people*) **\$1,400** \$ \_\_\_\_\_  
 Rental fee includes:  
 Church Representative, Wedding Director, Sound Technician, and Custodian. All are required with this wedding reservation.

**WORSHIP CENTER** (*Maximum 250 people*) **\$1,200** \$ \_\_\_\_\_  
 Rental fee includes:  
 Church Representative, Wedding Director, Sound Technician, and Custodian. All are required with this wedding reservation.

**FELLOWSHIP HALL** (*Maximum 296 people, seated*)

**Wedding Reception** **\$600** \$ \_\_\_\_\_  
 Note: Pricing valid only with reservation of the Sanctuary or Worship Center.

**Removal of Decorations\*** **\$300** \$ \_\_\_\_\_  
 \*Note: Currently our Fellowship Hall is the central location for our Children's Ministry. This additional fee would go to the Children's Ministry for the removal of said displays and re-set after your event for their regularly scheduled activities and events

**Rehearsal Dinner** **\$300** \$ \_\_\_\_\_

**TOTAL FACILITY RENTAL FEES** **\$ \_\_\_\_\_**

**Minimum Deposit** **25% of total** \$ \_\_\_\_\_

**BALANCE DUE** \$ \_\_\_\_\_

**Due By:** \_\_\_\_\_  
 (1 month before your wedding)

**Date Balance Paid:** \_\_\_\_\_ **-\$ \_\_\_\_\_**

Damage Deposit Check for \$500 (\$150 for Chapel) is due 1 month prior to wedding (check will be promptly returned after wedding with no damage incurred). **Date Rec'd:** \_\_\_\_\_

Office Use Only	Date Booked		
Date _____	Amount _____	Check # _____	Bal. Due _____
Date _____	Amount _____	Check # _____	Bal. Due _____
Date _____	Amount _____	Check # _____	Bal. Due _____
Date _____	Amount _____	Check # _____	Bal. Due _____
Date _____	Amount _____	Check # _____	Bal. Due _____