

INMAN PARK UNITED METHODIST CHURCH
 1015 Edgewood Avenue NE, Atlanta, GA 30307, 404.522.9322

WEDDING INFORMATION

Please complete all information in the non-shaded areas.

Date Received: _____

BRIDE'S INFORMATION

Name: _____ Email: _____

Church Affiliation: _____

Mailing Address: _____

Telephone Number(s): _____

Has the bride been married before?¹ Yes No If yes, were you: widowed divorced

GROOM'S INFORMATION

Name: _____ Email: _____

Church Affiliation: _____

Mailing Address: _____

Telephone Number(s): _____

Has the groom been married before? Yes No If yes, were you widowed or divorced?

Requested Date:	Availability Confirmed	Confirmed to Calendar
	Yes	Yes,
	No	
Requested Time:	Availability Confirmed	Confirmed to Calendar
	Yes	Yes,
	No	
Requested Rehearsal	Availability Confirmed	Confirmed to Calendar
	Yes	Yes,
	No	
Requested Rehearsal	Availability Confirmed	Confirmed to Calendar
	Yes	Yes,
	No	

¹ If either the bride or the groom have been divorced, a copy of the divorce papers may need to be presented to the pastor of Inman Park United Methodist Church.

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OFFICIANT

Would you like to have IPUMC's Pastor officiate your wedding	Confirmed with the Pastor		
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If no, please provide the following information about the person you wish to officiate your wedding.

Name:	
Religious Affiliation:	
Mailing Address:	
Telephone Numbers:	Email:
Please describe relationship to couple.	

FACILITY

What facilities of the church do you wish to use?

Sanctuary & Bride's Room	Fellowship Hall with Kitchen	Confirmed to Calendar	
Annex <input type="checkbox"/>		Yes, Initials:	<input type="checkbox"/>

If you are having a reception here at the church, what time would you like the space available for set up?

	Confirmed to Calendar	
	Yes, Initials:	<input type="checkbox"/>

MUSIC

Would you like our Accompanist to serve at your wedding?	Confirmed to Calendar	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes, Initials:	<input type="checkbox"/>

If no, please provide the following information about the musicians(s) for your wedding.

Name:	Approved by the Pastor		
	Yes	<input type="checkbox"/>	No
Mailing Address: _____			
Telephone Number(s): _____		Email: _____	
Please describe the music you will use to accompany the ceremony.			

DEPOSIT & FEES

Deposit Received: _____	Date: _____	Check#: _____	Amount: \$ _____
Total Fees Due to IPUMC: \$ _____	Balance Due: \$ _____	Date Paid: _____	
Security Deposit Received: _____			

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Inman Park United Methodist Church is pleased to welcome you to our church for this important event in your life. We ask that you abide by the following rules when using our facilities.

Rules for using the Sanctuary:

1. Please clear **all** plans for your wedding with the IPUMC Wedding Coordinator.
2. The non-refundable deposit of \$250 reserves the date for your wedding and will be applied to the \$2000 sanctuary rental fee. The remaining balance (\$1,750) is due no later than three weeks prior to the wedding and is non-refundable once it is received. That date is _____.
3. The \$250 refundable security deposit due by the rehearsal will be held and returned the week following the ceremony pending a review of the facilities to ensure compliance with the contract.
4. Light snacks and refreshments are permitted prior to the wedding for the wedding party in designated areas only. No food or liquids are allowed in the sanctuary spaces or bride's room. **Absolutely no alcohol of any kind may be consumed on the premises—including champagne and wine.**
5. The price of a wedding includes 2 hours for a rehearsal (beginning from the time the rehearsal is scheduled to begin until it has ended) and 6 hours for the wedding (beginning from the time the wedding party is scheduled to get to the church and ending when the wedding party departs).
6. The officiant performing the wedding ceremony must be ordained.
7. Only safety or votive candles may be used, except in a Unity Candle holder (unity candles are not provided). Two sets of candelabras are available to use during your ceremony and safety candles are provided.
8. No member of the wedding party may be under the age of 3 years old. Children must be under adult supervision at all times. A nursery attendant may be hired for an additional fee.
9. If you wish to leave your floral decorations at the church for use during worship, please inform the Wedding Coordinator in advance. All other decorations and personal items must be removed immediately after the wedding. The church will not be responsible for storing any items.
10. Metal may not be used to secure anything to the pews. Please check with the IPUMC Wedding Coordinator to determine the types of decorations permitted and the method for securing them.
11. The piano and organ are available for your use but they may not be moved. The sound system and music stands are also available for use. Musical selections must be confirmed with the IPUMC Wedding Coordinator (consultations with the IPUMC Accompanist are available for \$50 to assist and offer recommendations).
12. Seasonal Sanctuary decorations (for example, Easter and Christmas) may not be removed.
13. The Sanctuary holds no more than 200 people seated. Please limit your attendance to that number.
14. Please be respectful of the fact that this is a place of worship in planning your wedding.

I have read and understood the wedding guidelines and building usage agreement of Inman Park United Methodist Church. I agree to abide by these standards. I further understand that I am responsible in the event of any damage or theft of church property. I understand that if the guidelines of the church are not followed, my security deposit of \$250 may be forfeited.

Signature

Date

Please sign this form and return to the IPUMC Wedding Coordinator

Updated August 2021