

Congratulations on your wedding! We are delighted that you have chosen to seek God's blessing on your union by being married according to Christian marriage. We at Druid Hills United Methodist Church are eager to help make your wedding as beautiful and memorable as possible. To ensure that arrangements are made smoothly and easily, please review carefully the information contained in this brochure.

The Facilities at Druid Hills

The sanctuary seats approximately 800 persons (600 without balcony seating). In the initial planning of your wedding, we recommend that you visit the church prior to making your decision. The following guidelines apply to all church facilities:

- You are responsible for any damage or theft of church property.
- You may not remove equipment, furnishings, or artwork.
- Alcoholic beverages of any kind are not allowed in the church buildings. Food and drink are permitted in the Fellowship Hall *only*.
- Smoking is not permitted in the church facilities.
- Guests may not throw rice, confetti, flower petals, or bird seed on church property.

Reservations

The cost to rent the Sanctuary is \$1,000. Reservation of church facilities may be made by returning the enclosed Reservation Form with a non-refundable down-payment of \$250. A

\$500 damage deposit is due along with all other fees 60 days prior to your wedding. The damage deposit will be returned once the Event Coordinator notifies the church office that the church was left in good condition and all guidelines were followed. (i.e. no smoking in the building nor alcoholic beverages on the premises) No reservation is official until the Reservation Form and deposit are received. **The balance is due 60 days before the wedding date.**

Music

Our organist is Mary Lou Rahn (770-921-6151). *Church policy dictates that Mary Lou Rahn, or another organist approved by her after her right of first refusal, be used for your service.* Please contact Ms. Rahn approximately 6-8 weeks prior to your wedding to discuss and finalize the music. You will be asked to select appropriate processional and recessional music from numerous selections. The prelude or pre-service music will be selected for you from the organ repertoire. If you wish, vocalists and/or instrumentalists may be obtained for an additional fee(s). With regard to specific requests for musical selections, please remember that you have chosen to marry within the context of a Christian marriage. **Recorded Music is not allowed.**

Rehearsal

The Rehearsal is limited to **one and a quarter hours**. Please advise members of the wedding party, family members and friends to be prompt. We will unlock the church only 15 minutes before the rehearsal and it will remain unlocked no more than 15 minutes beyond the rehearsal. Usage beyond the allotted time will incur additional fees.

Event Coordinator

Due to the large number of weddings we hold at Druid Hills United Methodist Church, we have found it helpful to assign an Event Coordinator who will act as your **primary contact person** in the continued planning of your wedding. All plans regarding church decorations, floral arrangements, candles and candelabra, parking, dressing rooms, and reception (if at the Church) must be reviewed with the coordinator, **Julia Alexander at weddings@druidhillsumc.org or (404) 630-4180.**

We advise you to utilize the services of a professional wedding consultant, as **our event coordinator does not provide this service.** Please have this individual contact the church event coordinator. The church event coordinator **must be** on the premises during all rehearsals and weddings. After you return the Reservation Form, the event coordinator will be in touch with you.

Officiating Minister

The Senior Minister at Druid Hills United Methodist Church, Dr. Rex Kaney, is happy to discuss officiating your wedding. Please contact Dr. Kaney at your earliest convenience to discuss your wedding plans and to schedule your premarital counseling sessions.

Dr. Kaney requires premarital counseling before he will officiate your ceremony. If you wish to utilize another member of the ordained clergy in either an officiating or assisting capacity, be sure to discuss this with the minister when you call.

Photography & Videography

We recommend that you hire a professional photographer rather than an amateur. The use of flash cameras by photographers or guests is strictly prohibited. **Photography during the service is not permitted.** Only stationary videography is permitted during the ceremony. Picture taking may be scheduled immediately after the ceremony. If you plan to videotape the ceremony, please inform the Church Event Coordinator so that appropriate plans can be made.

Flowers and Decorations

We recommend that you select a florist who is familiar with the size and scale of our facilities. Please review the enclosed ***Guidelines for the Florist.*** **After the Event Coordinator contacts you, fill in her name and telephone number in the space provided and forward it to your florist.** If floral arrangements are to be discarded after the ceremony, Druid Hills United Methodist Church would be pleased to accept them for use either in our worship services or for distribution to those hospitalized or shut-in. Use of silk petals will incur additional charges.

Receptions

The Fellowship Hall is available for a rental charge of \$650 for 2 hours. Additionally, there may be incidental expenses depending upon the reception size, duration, and the equipment use. Under no circumstances are alcoholic beverages, including wine or champagne, permitted.

Checklist

- _____ Call the Church Office at 404-377-6481 to check the availability of the facilities on the dates and times you desire.
- _____ Complete the Reservation Form and return it to the Church Office with your nonrefundable deposit of \$250. **Be sure to include both your day and evening telephone numbers and the contact information for your minister.**
- _____ The Church Event Coordinator will contact you at least 60 days before your wedding
- _____ After the Church Event Coordinator contacts you, fill in her name and telephone number on the ***Guidelines for the Florist*** and forward it to your florist.
- _____ Contact Mary Lou Rahn to discuss her availability or approval of another organist. Mary Lou will approve the music for your wedding whether she plays or not.

Please keep our Church Event Coordinator informed of your needs as your wedding plans develop.

Druid Hills United Methodist Church

Wedding Guidelines

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