



Wedding Contract

Contact Information:

Bride's Name: _____ Groom's Name: _____

Telephone Number: _____ Telephone Number: _____

E-mail Address: _____ E-mail Address: _____

Contract Mailing Address: _____

Additional Contact Information: _____

Wedding Package includes:

- Use of historic sanctuary
- On site dressing rooms for bride and groom
- Organist
- Wedding Coordinator
- Brass Candelabras
- Altar decorations including cross, Bible, and candles
- Five (5) free parking slots in the lot next door
- Door security person
- Sound technician
- Custodian

Rehearsal: Day: _____ Date: _____ Start Time: _____

Rehearsal must be completed within 1 hour of the rehearsal start time.

Wedding: Day: _____ Date: _____ Ceremony Start Time: _____

Set-up Time: _____ Building Departure Time: _____

Total time in church is 3½ hours. Building must be cleared by the departure time.

Sunday weddings may be available depending on church activities

Additional Time:

It is possible to extend your contracted time in the building beyond 3½ hours as the church schedule permits. Each additional hour can be arranged at the cost of \$70.00 per hour. The need for extended time must be communicated to the wedding coordinator as soon as possible for approval and the cost included in your final payment.

Initials

Wedding Coordinator: Erika Stiner 210.842.5744

Travis Park United Methodist Church • 230 E. Travis Street • San Antonio, Texas 78205 • www.travispark.org
Last Updated 9/8/2015



Wedding Fee Schedule

Rehearsal and Ceremony	\$2,250.00
Holiday Premium <i>e.g. New Year's Eve, New Year's Day</i>	\$1,000.00
Additional Hours in Church	_____ X \$70.00 = _____
TPUMC Minister for the ceremony and premarital counseling	\$150.00

If you are interested in using at TPUMC minister please let the wedding coordinator know as soon as possible but no later than three (3) months prior to your wedding date.

TOTAL: _____

Outside Clergy: _____

Contact Information: _____

Premarital counseling is important for a healthy marriage. Please provide confirmation of work done with outside clergy. Confirmation can be emailed to weddings@travispark.org or faxed to 210.226.8344

Financial Terms:

- A \$500.00 deposit is required to schedule a wedding. \$300.00 of the deposit will be applied to the total amount due. \$200.00 of the deposit is refundable if the wedding party abide by our Tobacco and Alcohol Policy.
- The balance is due three (3) months prior to the wedding ceremony date.
- Fifty percent (50%) of the rental fees, not including the deposit, will be refundable prior to ninety (90) days, non-refundable within ninety (90) days of the wedding date.

For Office Use Only

Deposit: \$500.00 deposit paid on _____.

Balance:

Current balance _____ due on _____.

Bride or Parent Signature

Date

Groom or Parent Signature

Date

Wedding Coordinator Signature

Wedding Coordinator: Erika Stiner 210.842.5744

Tobacco and Alcohol Policy

Absolutely NO alcohol or tobacco products should be brought into and/or consumed inside Travis Park United Methodist Church.

Travis Park United Methodist Church is a drug and alcohol free campus. We serve our brothers and sisters in recovery, hosting daily AA meetings throughout the week and through the ministry of Deborah's House. For more information on our ministries look on our website www.travispark.org. Possession of alcohol on church property is contrary to the mission of the United Methodist Church

Please communicate this expectation to the entire wedding party. Bride and Groom will be held financially responsible for their wedding party's actions on this account, as noted below.

Tobacco

- No tobacco products; including cigarettes, electronic cigarettes, and chewing tobacco, are permitted to be used inside Travis Park United Methodist Church.
- If you or your guests need to use any type of tobacco product please do so at least 50ft from the church doors or across the street.

Alcohol

- No alcohol is allowed inside Travis Park United Methodist Church under any circumstances.
- If alcohol is found on church property it will immediately be disposed of, regardless of whether or not it is currently being consumed.
- If alcohol is consumed on church property, those responsible will be escorted out of the building. Even if the ceremony has not yet taken place, the person(s) responsible will be escorted from the building.
- Anyone who appears intoxicated may be asked to leave at the discretion of any Travis Park United Methodist Church employee.
- Leaving the St. Anthony hotel with an alcoholic beverage purchased at their bar is a violation of San Antonio's open-container law: a Class C Misdemeanor.

Deposit

A two hundred dollar (\$200.00) refundable deposit is required, this is a portion of the \$500 deposit to save the date. If the Tobacco and Alcohol Policy is followed, the deposit will be returned after the wedding via mail.

Bride's Signature

Address where you would like deposit mailed after the wedding:

Groom's Signature

Wedding Coordinator's Signature



Wedding Policies: Florist

Please supply this sheet or a copy to your florist.

The florist must be identified on your Wedding Information Sheet.

TPUMC reserves the right to approve the florist.

- Church facilities will be opened at _____, contract set up time, on the day of the wedding. There will be additional charges for opening the building early (see fee schedule) and is subject to other building use. Should you wish to use this option, arrangements are required to be made prior to final payment.
- No church furnishings, including seasonal decorations such as banners, may be moved without written approval of the wedding coordinator.
- No tacks, pins, nails, screws, or glue will be used to fasten decorations to furniture or walls. Tape should not leave a mark when removed.
- If candles are used they must be drip-less. The floor and furniture under the candles must have a protective covering. If using TPUMC's candelabras, the drip-less candles will be provided at no extra cost.
- No candles or lamps may be used outside the communion rail. No candles or lamps may be placed down the aisles of the sanctuary or chapel.
- No fresh flower petals may be thrown inside the building.
- Decorations should not obscure the significance of the wedding service or the church sanctuary. The altar, including the cross and candles, may not be reset or rearranged without the consent of the wedding coordinator/pastor. Floral arrangements and other decorations should not be of such size or shape as to obscure the liturgical integrity of the altar or worship space.
- The florist or wedding party shall remove all decorations and equipment before the designated departure time. The church will not assume responsibility for the safety of equipment left after the ceremony.
- The bridal couple often requests to leave the wedding flowers for use in Sunday morning worship. This desire will be accommodated if it does not interfere with previously scheduled floral decoration. Arrangements should be made through the wedding coordinator one week prior to the wedding date.

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Wedding Policies: Photographer

Please supply this sheet or a copy to your photographer.

The photographer must be identified on your Wedding Information Sheet.

TPUMC reserves the right to approve the photographer.

- Church facilities will be opened at _____, contract set up time, on the day of the wedding. There will be additional charges for opening the building early (see fee schedule) and is subject to other building use. Should you wish to use this option, arrangements are required to be made prior to final payment.
- TPUMC's first priority is to preserve the integrity of the worship service.
- Flash photography is allowed in the sanctuary or chapel prior to the beginning of the service, and any time after the clergy leave the altar area following the service. The service begins with the family processional.
- The photographer may take flash photos of the bridal party during the processional and the recessional as long as they remain within the eight (8) pew rows closest to the narthex (back of sanctuary).
- The photographer should limit movement during the ceremony so as not to distract from the service.
- The photographer may not take flash photos at any time once the ceremony has begun.
- The photographer may not take any photos during the ceremony from the main floor of the sanctuary or from the chancel area.
- The photographer may take time exposure (non-flash) photos from the balcony during the ceremony.
- It is the responsibility of the bride and groom to inform family and friends that no flash photography is to be taken during the ceremony. If a program is to be printed please include "Please help us preserve the integrity of the ceremony by not taking flash photography during the service"
- The photographer shall remove all equipment before the designated departure time. The church will not assume responsibility for the safety of equipment left after the ceremony.

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Wedding Policies: Videographer

Please supply this sheet or a copy to your videographer.

The videographer must be identified on your Wedding Information Sheet.

TPUMC reserves the right to approve the videographer.

- Church facilities will be opened at _____, contract set up time, on the day of the wedding. There will be additional charges for opening the building early (see fee schedule) and is subject to other building use. Should you wish to use this option, arrangements are required to be made prior to final payment.
- The videographer may take any shots of the wedding and the wedding party up to thirty (30) minutes prior to the start of the wedding service, and at any time after the clergy leaves the altar area following the service.
- The videographer may use a portable camera to tape the wedding processional and recessional within the first eight (8) rows nearest the narthex (back of sanctuary).
- During the remainder of the ceremony, the videographer may record the wedding from the balcony.
- A camera on a tripod may also be set up on stage left, the spot to be indicated by the wedding coordinator. However, the operator of this camera must be in place when the wedding processional begins as movement in the chancel area disturbs the integrity of the wedding ceremony.
- It is recommended that the videographer consult with the sound technician about the compatibility of their combined microphone equipment.
- Videotaping must be done with the lighting as it is in the building. Additional lighting may not be set up.
- No re-enactment of the wedding service for video purposes is allowed.
- The videographer shall remove all equipment before the designated departure time. The church will not assume responsibility for the safety of equipment left after the ceremony.

Initials



Additional Wedding Policies

- No use of alcohol or tobacco products is permitted in any part of the building at any time.
- No wedding rehearsal or ceremony will be performed if any member of the party is under the influence of intoxicants.
- Chancel (stage) furniture may be moved only by custodial staff and only with prior approval by wedding coordinator.
- The grand piano cannot be removed from the chancel area.
- No flower petals, rice, confetti, birdseed, etc., may be thrown inside any part of the building. The only items that can be thrown outside the building must be eco-friendly, safe, and not leave a mess: bubbles, eco-fetti, etc. Please check with the wedding coordinator for approval before purchasing items to be used for a send off.
- **Confirmation of premarital counseling done by outside clergy needs to be provided to wedding coordinator, weddings@travispark.org or 210-226-8341, at least two weeks before the ceremony.**

Communion:

- In the United Methodist Church, Holy Communion is a sacrament. A sacrament is ordained by Christ and serves as a means of grace by which God's love works in us. Holy Communion may or may not be celebrated in a marriage service. If Holy Communion is included in the marriage service at Travis Park United Methodist Church (TPUMC), the following practices shall be observed:
 - The whole congregation is invited to receive communion.
 - There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion.
 - TPUMC will provide necessary means for serving the elements except as noted below.
 - TPUMC will provide whole loaves of bread for communion. If individual wafers are preferred, the wedding party shall provide the wafers and the means of serving the wafers.
 - TPUMC will provide unfermented grape juice for use in communion. This is in keeping with our church's historic witness of abstinence, our pastoral concern for recovering alcoholics, and our desire to enable participation of children and youth. Any exceptions to accommodate presiding pastors of other traditions shall be at the discretion of TPUMC's pastor. A limited number of chalices and trays for individual cups will be provided by TPUMC.
 - The communion liturgy, set-up and serving procedures shall be approved in advance of the wedding rehearsal by TPUMC's pastor.

Initials



Important Wedding Information

Please schedule an appointment with the wedding coordinator one month prior to your wedding and bring this completed form with you to that meeting.

Bride's Name: _____ Groom's Name: _____

1. **Ceremony** Date: _____ Time: _____

How many guests do you expect at the ceremony? _____

2. Music/Sound

Organist: _____ Contact Information: _____

If you would like to use the TPUMC organ it is important for you to contact Jennifer Seighman as soon as possible at 202.379.6715 to make arrangements.

Pianist: _____ Contact Information: _____

Vocalist: _____ Contact Information: _____

What song(s) will be sung? _____

Instrumentalist: _____ Contact Information: _____

Will you have a reader? _____ What passage(s) will be read? _____

3. **Florist:** _____ Contact Information: _____

What time will the florist deliver to the church? _____

The florist will provide: _____

Will you be using our candelabras? (Provided at no cost) _____

Will you be using a unity candle? (Provided by the couple) _____

4. **Photographer:** _____ Contact Information: _____

Please ask your photographer to complete outside shots at least thirty (30) minutes prior to the beginning of the service. Remind the photographer that flash photography is not permitted during the service. Please be aware of your 3½ hour time limit when planning photography after the service.

5. **Videographer:** _____ Contact Information: _____

Remind your videographer that cameras should be in place in the balcony or on the chancel thirty (30) minutes prior to the start of the service.

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Important Wedding Information Cont.

Please schedule an appointment with the wedding coordinator one month prior to your wedding and bring this completed form with you to that meeting.

Bride's Name: _____ Groom's Name: _____

6. **Guest Minister:** _____ Contact Information: _____

Church Affiliation: _____

7. **Wedding Planner:** _____ Contact Information: _____

8. Programs/Bulletins

Please include this notice in an appropriate place in your program: "Thank you for maintaining the dignity of the wedding ceremony by turning off cell phones and refraining from taking flash photographs in the sanctuary".

Please provide a rough draft of your program (if you will use one) at this meeting.

Who will greet guests and hand out programs? _____

9. Special Transportation Assistance

Will you have any type of special transportation? _____ What type? _____

What time will transportation arrive? _____

10. Reception

Where will your reception be located? _____

11. Navarro Corner Tower

Will the Navarro Tower be used for bridal party entrance? _____

Will the Navarro Tower be used for the bride and groom exit? _____

Please note: Wedding guests will enter and exit through the doors on Travis Street. If the reception is being held at the St. Anthony Hotel guests will enter through the doors on Travis and exit through the Navarro Tower.

12. Traditions