

No Smoking or Alcoholic Beverages

Two rules are strictly enforced at all times:

- **Smoking is not allowed on church property.**
- **Alcoholic beverages are not allowed on church property.**

We also ask that you and your guests respect our sanctuary by not bringing food or drinks into the sanctuary, or by leaving children unattended. **You are responsible for the conduct of your guests.**

Union Chapel is not responsible for any articles left at our church, nor for any items that may be stolen from the building or from cars parked on our property. We request that no cars be left parked on the church grounds overnight.

Marriage License

It is your responsibility to present a valid marriage license issued to you by the state of Indiana. **Bring both the official copy and the duplicate copy of the license to the rehearsal.** The two of you will fill out your individual sections of the license and leave the licenses with the pastor, who will complete the rest of the information and have the licenses ready to sign after the service.

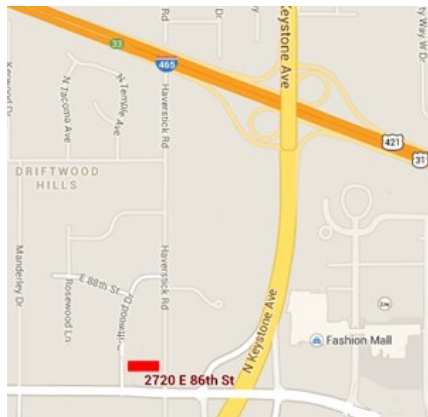
Please do not sign your license before the wedding.

Fees

All fees must be paid no later than the night of the wedding rehearsal. A \$100 damage deposit is required from non-members at the time you book your wedding. This deposit is fully refundable within 30 days following the service, if there has been no damage to the church and no excessive clean-up required. The deposit will be forfeited if you have your wedding elsewhere and do not inform us of the change, or if there are signs that church rules on smoking and/or drinking have been violated. A fee of \$250 is required if you plan to use the parlor for pictures.

Our Location

Union Chapel is conveniently located at **2720 East 86th Street, Indianapolis, IN, 46240**, one block west of Keystone Ave. on 86th Street, just east of the Fashion Mall, and near I-465.



Union Chapel

Wedding Guidelines



2720 East 86th Street Indianapolis, IN, 46240

These *Wedding Guidelines* explain our policies for hosting a wedding at Union Chapel. If you have any questions or would like to book a date for your wedding, please contact us at **317-846-3429** or office@unionchapelnora.org

www.UnionChapelIndy.org

Planning Your Wedding at Union Chapel United Methodist Church

Union Chapel Wedding Facilities

Our church sanctuary was built in the early 1950s in the New England style. It has 14 pews on either side of the center aisle, with each pew comfortably seating six to eight adults. **That creates a seating capacity on the main floor of approximately 225 guests. Our balcony seats 50 more,**



giving a total capacity of 275. There is also a convenient space at the front of the church for wheelchairs, as well as an elevator that your guests can use to reach the sanctuary and lower floor. There are areas to dress, and the church is fully air conditioned and heated to make you and your guests comfortable on your special day.

Pastoral Authority

Union Chapel is available to members, constituent members, and those looking for a Christian setting for their wedding. Other ministers may be invited to take part in the wedding service at the discretion of the Union Chapel pastor. **The pastor of our church is in charge of any and all services conducted in our building.**

Your Wedding Timetable

It is our policy to host only one wedding per weekend, with very few exceptions. This gives you freedom to set times that best fit your schedule for rehearsal, arrival at the church to dress, photography and your wedding service.

Scheduling Your Wedding

A wedding is not officially booked on our church calendar until both you and your fiancée have met with the pastor, provided all necessary information and made a deposit.

We encourage you to book your wedding as soon as possible, as we sometimes book weddings up to a year in advance. Most weddings are held on Saturday, and we encourage you to select a time before 6:30 p.m., but exceptions can be made.

We cannot guarantee that the Union Chapel pastor will be available to conduct your wedding. If the pastor is unavailable, Union Chapel will find a qualified pastor to officiate at your service and make arrangements for you to meet that person in advance of your service.

Your Wedding Service

We will work with you to design your special day within a Christian context. **We encourage you to personalize your service in consultation with the pastor.** You may select the music to use at your service with the final approval of the pastor. We will allow you to decorate the sanctuary as you so desire, with some restrictions.

Decorations

Special care must be taken while decorating to ensure church facilities are not damaged. Flowers, ribbons and other decorations may not be affixed with thumbtacks, tape, putty or any other means that might mar the finish of church furnishings.

(Rubber bands, string and twist ties are allowed.)



No candles other than those provided by the church can be used without the pastor's permission. Any additional candles must be dripless and must have a plastic sheet under the candleholder. **If a unity candle is desired, you must provide the candle as well as two tapers to light the unity candle.** Two candelabra and ten pew candleholders are available from the church with all necessary candles for a nominal charge.

The length of the Sanctuary aisle from chancel steps to the main entry door is 70 feet. From the steps of the chancel to the altar is an additional 17 feet. The only time an aisle runner is required is when real flower petals are to be dropped. On request, a kneeling bench is available at no charge. **During the month of December, Christmas decorations in the sanctuary cannot be removed.**

Wedding Representative

We require you to use our church wedding representative on the day of your wedding. She will attend your rehearsal, unlock the church two hours before your wedding and be there to help in any way needed. She will stay for one hour after the wedding. Additional time must be prearranged, and any hour or portion thereof will cost \$25.00.

Your Wedding Music

If you would like the church organ to be played at your wedding, we require you to use our church organist, as our organ is a very complicated instrument. You can use our church CD player or make your own arrangements for other instruments or singers. If you will need an organist to accompany your musicians, you must use our organist.

Rehearsal

The wedding rehearsal is usually held the night before the actual service. When selecting a time, please allow for members of the wedding party to finish work, change clothes, travel to the church, etc. A rehearsal will take about 45-60 minutes. **Everyone involved in the wedding party, including special guests, groomsmen, attendants, ushers, parents, grandparents, soloists, readers and musicians, should attend the rehearsal to help ensure a smooth wedding ceremony.**

Although we appreciate the invitation, it is not necessary to invite the pastor or church organist to your rehearsal dinner and/or reception.

Wedding Photography

Still photos and video are allowed during the service. A photographer is free to use the sanctuary for photos as long as he/she arrives up to 1/2 hour before the time of service. In order to maintain the sanctity of the wedding service, we ask guests to refrain from taking flash pictures during the service.

- The photographer may use flash for photos of the wedding party as they enter the sanctuary and one last photo when everyone is in place at the front of the church.
- The photographer may not use flash during the service.

The photographer may resume using flash during the recessional. If you want a video recording of your service, the videographer should contact the pastor for suggested locations. Video cameras must remain stationary throughout the service.