

2023 Wedding Guide



545 W. 10th Ave. • Broomfield, CO 80020 • 303-466-1719
www.BroomfieldUMC.org

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Congratulations!

Broomfield United Methodist Church shares your joy at this special time in your life. This booklet is designed to help you in planning your wedding here at the church.

Your wedding is a representation of one of the happiest and holiest moments within your life. It is a signification of the covenant made between the bride and groom and God. We pray that as you enter this covenant, you will keep God at the center of everything you do and continue your commitment to Christ and His church by faithful and active participation after you are married. This signifies your willingness to live a Christian life and to be a part of the faith community.

We invite couples that are not currently partners of Broomfield United Methodist Church to worship with us as often as possible and to consider making Broomfield UMC your church home.

Please note: Our Broomfield UMC Pastors are available to officiate weddings for Broomfield UMC Partners and Non-Partners alike. If you'd like to bring an outside officiant, a meeting with our Lead Pastor will be required before approval is granted.

Contacts

Main Church Office
303-466-1719

Sandy Christopher, Operations Assistant
Sandy.christopher@broomfieldumc.org
720-880-5222

Sandy is available to check availability for your special day and provide cost estimates for you.

Ministry Staff

Don Bird, Lead Pastor

Thomas Cross, Pastor of Discipleship

Broomfield UMC Facilities Information

Your wedding party will make necessary arrangements and be financially responsible for the following:

- **Floral Arrangements:** You may provide whatever floral decorations you desire. However, no tape, glue or gum is to be attached to the pews. Your florist will assist you in making your selections. Bows are often used on the pews; we have some pew bow hangers available for your use.
- **Candelabra:** The church has two seven-light floor standing candelabras that you may use. Please note: regular tapered candles are too narrow to properly fit in the candelabra cups. Please contact the church for correct size.
- **Unity Candle:** Must be provided by the wedding party.
- **Photographer:** You may invite a photographer to record your wedding day on film. Non-professional picture taking is also permitted. It is up to the pastor and wedding party to decide if flash pictures will be permitted during the ceremony.
Any photographer should work in an unobtrusive manner and respect the dignity of the space at all times. Photographer fees are the responsibility of the wedding party.
- **Video:** It is permissible to use a video camera during the ceremony.
- **Music:** The music for a wedding should glorify God and reflect the deep significance of the service and should be appropriate for a worship service. You may choose to have live or recorded music during your ceremony.

Broomfield UMC Facilities Information (cont.)

- **Organist/Pianist:** At your request, the onsite wedding coordinator will contact an organist/pianist to check their availability and to make a determination regarding music. If someone other than the church organist is desired, they must be familiar and competent with our organ.
- **Soloists/Instrumentalists:** The onsite wedding coordinator will have a list of singers and instrumentalists and will contact them on your behalf if you wish. You may bring in your own soloists and instrumentalists if you prefer.
- **Sound Technician:** A Broomfield UMC sound technician **is required** for the ceremony. Please see wedding fees page for pricing. The onsite wedding coordinator will hire the Broomfield UMC sound technician for you.
- **Ceremony:** All variations of the wedding ceremony must be approved by the pastor before the start of rehearsal.

Please note:

- No rice, bird seed, confetti, flower petals or other material can be used on church property.
- Delivery of flowers, cake or other wedding related items to the church must be coordinated with the Broomfield UMC onsite wedding coordinator.
- Proper church decorum is to be observed at all times.
- Absolutely no alcoholic beverages are allowed in the building or on the premises.
- Smoking cigarettes, pipes, cigars, e-cigs, vapor pens or recreational drugs are not permitted anywhere on the church property.

Wedding Coordinator

Broomfield UMC does not provide Wedding Coordination services (either for the planning portion, or the day-of the ceremony).

An onsite coordinator **is required** during your wedding rehearsal and the day of your ceremony.

Your selected Wedding Coordinator must **not** be in the wedding party and must be available before, during and after the ceremony to assist with any guest, contracting or facilities needs.

Wedding Coordinator Responsibilities

Wedding pre-planning services

Your Wedding Coordinator must be able to assist with the following:

- Book sound technician and if desired, singers, musicians, pianist and/or organist and provide procession information to contractors.
- Arrange church space and confirm time lines with the Broomfield UMC Operations Assistant/.
- Schedule a Pastor to officiate at the ceremony (if you are not using one of our Pastors, your Officiant must schedule a time to meet with our Lead Pastor before being approved to officiate the ceremony.)
- Assist at wedding rehearsal.
- Plan for décor set up and take down plan (within approved time-line).

Continued on the next page.

Wedding Coordinator Responsibilities Continued

Day of Ceremony Services

- Assist with bridal/groom party for day-of needs, time keeping, provide direction, answer questions and act as an emergency contact.
- Meet with officiant, florists, photographer, videographer, musicians and/or caterers before the ceremony.
- Assist with any questions or needs of guests, contractors or facilities personnel.

Reception Services

- Must be available during the reception if held at Broomfield UMC.
- Work with Broomfield UMC and all contractors associated with the reception.
- Arrange for and supervise clean-up after reception.

Use of Church

The fees related to having your ceremony at the church are shown on the wedding fees page (pgs. 11 & 12). Fees are based on membership status with Broomfield UMC.

Wedding Fees: The fees for the wedding only include time for a 1 -hour wedding rehearsal as well as a 4 - hour block of time for the ceremony (these 4 - hours must include all decoration and clean up time). This includes the reserved worship area and two rooms for wedding party preparation. No additional facilities or services should be assumed included unless specifically noted.

Reception Fees: The fees for the reception are for the reception only and include the reserved location only. No additional facilities or services should be assumed included unless specifically noted.

Facilities: Please see Facility Use Agreement page for details (pg. 10).

All fees must be paid in full one month before the date of the wedding rehearsal. Checks can be made out to *Broomfield United Methodist Church*.

All usage of the building is granted in accordance with the Board of Trustees Building Use Policy. This policy is available upon request.

Facility Use Agreement

All persons using church facilities are required to abide by the following rules and regulations:

- Applicable rental fees must be paid in full by the due date indicated on the invoice or the facilities reservation will be cancelled.
- Group is to restrict their activity to the room or area assigned.
- NO smoking or use of alcoholic beverages is permitted at the facilities at any time.
- Children must remain with parent/guardian at all times. No unsupervised access to the building and or playground is permitted.
- Remove personal belongings and clean your assigned room(s) prior to your departure.
- Remove all unused food and beverage items.
- User is to provide own table service: i.e. plates, silver, cups, glasses, napkins, etc. unless prior arrangements through Broomfield UMC have been made.
- User must not attach anything to the walls – consult coordinator or facilities staff.
- User, individual or group is responsible for any damage to church property. This includes cost of repair or replacement of broken or damaged items.
- Pianos are NOT to be moved from their present locations. Special request is required prior to use.
- No rice is allowed before or after any ceremony on the church premises

Signature of Requestor:

Date:

Print Name:

Group or Event Name:

Wedding Fees

Broomfield UMC Church Partner Rental Rates

- \$400 Chapel (includes use for decoration set-up/clean-up, photography and ceremony for up to four hours)
- \$100 each additional hour
- \$500 Pastor officiant fee (fees higher if pastor travels outside of church)
- \$300 Family Life Center (up to 150 people and up to four hours)
- \$500 Family Life Center (150-300 people and up to four hours)
- \$100 each additional hour
- \$150 Family Life Center Kitchen
- \$200 Fellowship Hall (up to 80 people and up to four hours)
- \$100 Fellowship Hall Kitchen (up to four hours)
- \$150 Broomfield UMC sound/lighting technician ceremony (required—paid directly to technician)
- \$150 per organist/pianist, singer and/or instrumentalist (if requested through the church—you may bring in your own musicians if desired)
- \$45 per hour set-up and clean-up fee

* Chapel holds 150 people

(May be available any time Mondays-Fridays or until 2:00pm Saturdays)

* Family Life Center can seat 250 people

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

* Fellowship Hall can seat 80 people

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

Wedding Fees

Broomfield UMC Non-Church Partner Rental Rates

- \$600 Chapel (includes use for decoration set-up/clean-up, photography and ceremony for up to four hours)
- \$100 each additional hour
- \$500 Pastor officiant fee (fees higher if pastor travels outside of church)
- \$500 Family Life Center (up to 150 people and up to four hours)
- \$800 Family Life Center (150-300 people and up to four hours)
- \$100 each additional hour
- \$200 Family Life Center Kitchen
- \$350 Fellowship Hall (up to 80 people and up to four hours)
- \$150 Fellowship Hall Kitchen (up to four hours)
- \$150 Broomfield UMC sound/lighting technician ceremony (required—paid directly to technician)
- \$150 per organist/pianist, singer and/or instrumentalist (if requested through the church—you may bring in your own musicians if desired)
- \$45 per hour set-up and clean-up fee

* Chapel holds 150 people

(May be available any time Mondays-Fridays or until 2:00pm Saturdays)

* Family Life Center can seat 250 people

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

* Fellowship Hall can seat 80 people

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

Legal Matters

Age

The age requirements for both the bride and groom are the same: for ages 18 and older, no parental consent is required.

Application

Both the bride and groom must complete and sign the marriage license application form. At least one of the parties must apply in person before the marriage clerk. If one of the parties cannot appear in person, he or she must complete the absentee affidavit and have it notarized before it can be accepted by the marriage clerk. Applicants for a marriage license need not be Colorado residents.

License

The license may be issued only during normal working hours of the office of the County Clerk and Recorder, Monday through Friday. The license is valid for 30 days after it is issued and may be used anywhere within the state.

Additional information may be obtained from:

Broomfield County Clerk and Recorder
1 Descombes Drive
Broomfield, CO 80020
303-464-5819

or a County Clerk from any other county

**This information is provided for informational purposes only. No services on this page are provided by the church.*

Wedding Party List

For the Bride:

Maid/Matron of Honor_____

Bridesmaids_____

Accompanying Bride_____

Relationship to Bride_____

Flower Girl(s)_____

Ring Bearer_____

Candle Lighters_____

Guest Book Attendant_____

For the Groom:

Best Man_____

Groomsmen_____

Ushers_____

Wedding Coordinator: _____

Phone and Email Address: _____

Special Guests:

Bride's Parents_____

Bride's Grandparents_____

Groom's Parents_____

Groom's Grandparents_____

Other_____

Pastor_____

Musicians_____