



LAGUNA BEACH
UNITED METHODIST CHURCH

"Bringing Love to Life"

Greetings!

Enclosed please find a copy of our church wedding brochure which should answer many of your questions. Also enclosed is an information sheet which we would like filled out and returned with your deposit check when you determine you want to book your wedding at Laguna Beach United Methodist Church.

Upon receipt of the \$150 non-refundable deposit you may be assured that your wedding is fully confirmed. Please note that the balance of your fees are due 30 days prior to your wedding date. Our Board of Trustees requires cancelation of the wedding if fees are not received 30 days prior to your wedding date, so please be sure your payment is to us by the deadline. If we are required to cancel your wedding and then you apply to have it re-established, there is an additional \$50 fee.

Your security deposit of \$150 will be refunded within 10 days after the wedding if the wedding party has complied with all the rules.

Once your wedding has been booked, please be sure to contact our wedding coordinator, Laura Hahn, weddings@lbumc.org. She will be happy to answer any questions you may have and will help with your wedding plans here at the Church up to the date of the special event. Please be sure to contact our organist Daniel Thompson dthompson@lbumc.org as soon as your wedding has been booked with our office. He has a very full calendar and will need to place your wedding on his calendar. Thank you for the opportunity of being a part of this special day in your life.

Laguna Beach United Methodist Church

WHEN YOU MARRY

at

LAGUNA BEACH UNITED METHODIST CHURCH

21632 Wesley Drive
Laguna Beach, CA 92651
(949) 499-3088
Fax (949) 499-3374
e-mail: weddings@lbumc.org

AN INTRODUCTION

We consider ourselves a friendly and love-centered church. We want to provide a service to our community and to any who wish to be married in the Sanctuary.

Our staff is gracious and professional. We feel that we can provide you with the kind of wedding that will become an especially happy memory.

THE STAFF

Rev. Lynn Francis
pastorlynn@lbumc.org
Laura Hahn, Service Coordinator
Daniel Thompson, Organist

(949) 499-3088 ext 20
weddings@lbumc.org
dthompson@lbumc.org

CHURCH SEATING CAPACITY

Our seating capacity is 285 – 300 persons.

SETTING THE WEDDING DATE

The church administrative secretary should be consulted to determine whether the Minister and/or the sanctuary will be available at the hour and on the day requested.

Informal Weddings, as described on page 4, may be arranged for any day or time subject to the minister's schedule.

Formal Weddings are limited to the following time schedule:

Friday Evening – by arrangement

Saturday – 10 A.M., 1 P.M., 4 P.M., evenings by appointment.

Sunday – 1 P.M., 4 P.M., evenings by appointment.

When you arrange for a wedding at our church, you are arranging for the use of the Sanctuary for 3 hours. You have full and exclusive use of the facility for 1½ hours prior to your wedding time and 1½ hours following the start of the ceremony. At this church, all weddings start on time.

Please remind your guests to allow for weekend beach traffic problems.

SERVICES OF THE WEDDING COORDINATOR

The services of our Wedding Coordinator are mandatory for all Formal Weddings. This will be the best money you spend. The Wedding Coordinator will make certain that every detail is properly handled and that the wedding party is given every possible assistance.

WEDDING REHEARSAL

Wedding rehearsals are to be scheduled with the Wedding Coordinator prior to booking rehearsal dinner site. All wedding rehearsals should begin on time. Should the wedding participants be more than 30 minutes late to rehearsal, the rehearsal will be cancelled. A one-hour time limit is scheduled for the rehearsal.

The Wedding Coordinator will explain to each member of the wedding party exactly what to do and when to do it. The processional and recessional will be practiced so that the service will run smoothly. The Wedding Coordinator will be able to answer all pertinent questions.

If you wish to use the church organ, our organist is mandatory. He is equally proficient on the piano. The organist is prepared to suggest suitable music. A soloist, if desired may be obtained in consultation with the organist. It is suggested that the bride consult personally with the church organist. If you wish to use alternate or additional forms of music, you will need to make arrangements with your guest artist.

CLERGY

Contact the clergy 30-days prior to the wedding date for a consultation appointment.

The use of our clergy is mandatory for all weddings at this church. Outside clergy may be brought in to assist if you wish. However, their honorarium is your responsibility. Non-church members will be assigned one of our clergy according to the ministers' schedule.

REMEMBER – Bring your wedding license to the rehearsal.

CHURCH FURNITURE

No pieces of sanctuary or church furniture will be moved.

FLORAL DECORATIONS & CANDLES

Extensive floral arrangements are not considered necessary, although you are welcome to have a bouquet of flowers on the Lord's Table and separate baskets of flowers in the Chancel. Candles may be used to add beauty to the service, and you are welcome to use the church candelabras. Your Wedding Coordinator will be happy to consult with you on all of these details. Pew clips are mandatory for any decorations on the pews. If ivy or ferns are used, a \$50.00 cleanup fee will be charged and taken out of the security deposit.

PHOTOGRAPHS

Photographers come at the invitation of the wedding party. They are to be instructed by the Wedding Coordinator in advance. Flash pictures are not permitted in the Sanctuary during the ceremony. Ushers will inform all guests with flash cameras that they are not to take pictures during the wedding ceremony. Still pictures may be taken during the ceremony from the rear of the church. A PHOTOGRAPHER CANNOT COME DOWN AN AISLE TO TAKE PICTURES. Any particular shot required may be recreated after the ceremony.

VIDEO

Video cameras must be stationary and may be located at the rear of the church. Your Wedding Coordinator will instruct you on the best shot from that location.

WEDDING DAY

Remember to bring your wedding rings, guest book, and white pen.

Ushers should be present one-hour before the ceremony. All guests should be escorted into the Sanctuary. Ushers will be appointed to escort the mothers and grandmothers of the bride and groom down the aisle.

The bride, maid-of-honor, and bridesmaids should assemble in the Bride's Room. Should the wedding party be dressing here at the church, all those involved should arrive 1½ hours prior to the ceremony. The Wedding Coordinator will assist the bride and her party from the Bride's Room to the Sanctuary.

The bridegroom and best man should remain in the Minister's office until instructed to proceed to the Chancel with the Minister.

THE RULES

(Failure to comply with these rules forfeits your security deposit)

1. Because of insurance complications, rice, bird seed, or confetti may not be thrown anywhere on church property.
2. NO DRUGS OR DRINKING OR ALCOHOLIC BEVERAGES ARE PERMITTED ON THE CHURCH PREMISES.
3. If major damage is sustained by the church facilities, you are responsible.
4. If none of these rules are broken, your security deposit of \$150.00 will be refunded within 10 days.
5. Balloon releases are not allowed in the city of Laguna Beach as it is a Bird Sanctuary.

FEES FOR WEDDING

(Please note: The type of wedding you desire must be formalized at the time the church is reserved.)

TYPE I – INFORMAL WEDDING: In the Sanctuary or in an Outdoor Setting or Private Home.

- A. In the Sanctuary, an informal wedding consists of the bride, the groom, their two witnesses, and no more than 15 guests (no processional, no music).

Donation to the Wedding Fund for this type of wedding is\$150.00.

**This donation is due at the time the church and minister are reserved.

- B. In a private home or outdoor setting, the circumstances must be negotiated with the Minister. Donation and rules apply the same as above.

TYPE II – FORMAL WEDDING/NON MEMBERS:

Our formal wedding package is non-negotiable. See attached schedule for fees and explanations.

**Laguna Beach United Methodist Church
Wedding Fee Schedule**

12/27/2017

Laura Hahn, Service Coordinator (949) 887-6311

Basic Fees

Req.	Item	Member Fee	Non-Member Fee	Payable to	Due	Paid
X	Sanctuary Rental	\$ 600.00	\$ 850.00	Laguna Beach UMC	30 days prior to event	
X	Minister (includes 3 pre-marital counseling)	\$ 250.00	*\$350.00/\$400.00	Laguna Beach UMC	30 days prior to event	
X	Service Coordinator	\$ 150.00	\$ 200.00	Laguna Beach UMC	30 days prior to event	
X	Sound Technician (no multi-media)	\$ 75.00	\$ 125.00	Laguna Beach UMC	30 days prior to event	
X	Custodian	\$ 50.00	\$ 50.00	Laguna Beach UMC	30 days prior to event	
	Total Basic Fee	\$ 1,125.00	\$1550.00/\$1600.00			

Additional Ceremony Fees

Opt.	Item	Member Fee	Non-Member Fee			
	Pianist/Organist	\$ 200.00	\$ 200.00	Laguna Beach UMC	30 days prior to event	
	Vocal Soloist	\$ 100.00	\$ 100.00	Laguna Beach UMC	30 days prior to event	
	Sound Technician (with multi-media)	\$75.00	\$150.00	Laguna Beach UMC	30 days prior to event	
	Communion	\$ 25.00	\$ 25.00	Laguna Beach UMC	30 days prior to event	

(payments payable to Laguna Beach UMC may be made in one check)

Reg.= Required Service

OPT.- Optional Service

A refundable security deposit of \$150.00 is required to reserve the date of the Wedding and Rehearsal

*Minister: Fees \$350.00 on site LBUMC, \$400.00 off site LBUMC

LAGUNA BEACH UNITED METHODIST CHURCH
21632 WESLEY DRIVE
LAGUNA BEACH, CA 92651
949-499-3088

DATE: _____ DATE OF WEDDING: _____
NAMES: _____ & _____
BRIDE'S ADDRESS: _____ PHONE NO. _____
GROOM'S ADDRESS: _____ PHONE NO. _____
BRIDE'S E-MAIL: _____ GROOM'S E-MAIL: _____
WEDDING REPRESENTATIVE: _____ PHONE NO. _____
DATE OF WEDDING: _____ TIME: _____
DATE OF REHEARSAL: _____ TIME: _____
RECEPTION LOCATION: _____ TIME: _____
NUMBER OF GUESTS: _____ GUEST BOOK: YES _____ NO _____
FLORIST: _____ PHONE NO. _____
PHOTOGRAPHER: _____ PHONE NO. _____
CANDALABRAS: YES _____ NO _____

TYPE OF CEREMONY: TRADITIONAL _____ CONTEMPORARY _____ OTHER _____

OPTIONAL ADDITIONS: Trinity Candle: _____ Other: _____

WEDDING PARTY: Maid of Honor _____ Best Man _____

Number of attendants: _____ Number of groomsmen: _____

****Organist: Daniel Thompson, dthompson@lbumc.org**

VOCALIST _____ PHONE NO. _____

ADD'L MUSICIANS _____ PHONE NO. _____

****IT IS VERY IMPORTANT THAT THE ORGANIST BE CONTACTED AS SOON AS YOUR WEDDING IS BOOKED. HE HAS OTHER ENGAGEMENTS AND WILL NEED TO PLACE YOUR WEDDING DATE ON HIS CALENDAR!**

We have thoroughly read the wedding brochure and agree to abide by the church's arrangements. The bride and groom are responsible for calling the organist & minister.

SIGNATURES: Bride: _____ Groom: _____

DEPOSIT PAID: _____ DATE: _____ BALANCE DUE: _____ DATE: _____

ADDRESS FOR REFUND OF SECURITY DEPOSIT: _____

The balance of all fees must be in the church office 30 days prior to the wedding or the wedding is subject to cancellation. Balance due is Cashier's Check or Money Order made payable to L.B.U.M.C. Wedding Fund.

PLEASE RETURN THIS FORM WITH YOUR DEPOSIT
TO THE ABOVE ADDRESS