**Walnut Grove United Methodist Church**

**1225 Walnut Grove Road**

**Wedding Policy**

Highland Valley United Methodist Church

15524 Chenal Parkway, Little Rock, Arkansas 72211

501 224-6047

Highland Valley United Methodist Church is pleased that you are considering the celebration of your wedding at Walnut Grove UMC. This Wedding Policy provides the guidelines needed to make your wedding plans and the ceremony go as smoothly as possible. Though you may use the minister of your choice, the United Methodist Church views weddings as worship services. All elements of the service should have Christian spiritual significance or symbolism that has a basis in Biblical teaching and/or Church tradition.

Walnut Grove is property of the United Methodist Church. Therefore, smoking of any kind and the distribution and consumption of alcoholic beverages is strictly prohibited. This includes anywhere on the church grounds (i.e. restrooms, parking lot, etc…).

**Scheduling of Rehearsal and Wedding**

To schedule a wedding, please contact the administrative assistant at Highland Valley United Methodist Church at 224-6047. She will verify the availability of the date and begin the reservation process. If the date is available, you will be given contact information for the Wedding Attendant who will provide the necessary information regarding the use of Walnut Grove and meet you at the church for a tour of the grounds.

Three steps are required to confirm your date on the calendar:

1. Review of the policy.
2. Approval of the date.
3. Receipt of the security deposit of $300 made payable to Highland Valley UMC specifying Walnut Grove in the memo.

**Walnut Grove Facilities Includes:**

* Capacity of 65 to 70
* Original Materials in the Chapel (original refurbished pews, white shiplap, pine floors)
* Central Heat/Air
* A bride’s room with bathroom and changing facilities
* A 28 x 52ft. Outdoor Pavilion
* Wheelchair accessible restrooms for Men/Women
* 62 white folding chairs
* 6 white six-foot tables
* 4 white eight-foot tables

**Decoration, Candles, and Flowers**

Walnut Grove is a beautiful worship space and is also a historically significant building therefore care must be taken to ensure that the integrity of the church is maintained.

1. The Bride is free to select all floral arrangements and make all decoration plans for the wedding ceremony. These plans must be discussed with the Wedding Attendant and approval given for all decorative items used in the Church.
2. Since the symbols, furniture, and fixtures in the Church are already in their proper place, they cannot be moved without the prior approval of the Wedding Attendant.
3. Decorations are not to be placed in the Church until a day before the wedding. All decorations should be removed shortly after the wedding unless prior arrangements have been made in advance with the Wedding Attendant.
4. Bow and/or flowers may be hung on the side of pews providing the wood finish is not damaged. Otherwise, wiring, taping, gluing, stapling, or tacking of decorations to pews, furniture, or walls is not permitted.
5. No rice or confetti may be used; however birdseed is permitted.
6. We encourage you to use liquid wax candles. If using wax candles, you must use dripless candles and place a protective floor covering beneath all candelabras.

**All candles must be removed after the wedding.**

**Walnut Grove United Methodist Church**

**Wedding Fees**

**Security Deposit**

A security deposit is required to confirm your date on the calendar. This deposit is refundable and will be returned if no damage occurs. If damage occurs, the deposit will be applied towards repair or special cleaning. If the wedding is cancelled the deposit is non-refundable.

Deposit $300.00

Walnut Grove Facilities $1,000.00

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*This form is to be completed by the Administrative Assistant at Highland Valley UMC and signed by the party assuming financial responsibility when the wedding is scheduled.*

**Wedding Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Bride** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Groom** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Party to assume financial responsibility** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit**

A deposit of $300 is required to confirm your date on the calendar. The deposit will be returned if there is no damage to the facility: however if the wedding is cancelled, the deposit is non-refundable. ALL OTHER FEES will be due no later than 4 weeks prior to the wedding. If payments are not received by this date, the ceremony will be removed from the church calendar and made available to other groups to reserve. All checks should be made payable to Highland Valley UMC specifying Walnut Grove in the memo.

**I will allow you to post pictures on Walnut Grove website.**

**Yes \_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_**

**I understand and agree to all the terms and conditions as stated in the guidelines of Walnut Grove United Methodist Church**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number and email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Walnut Grove Representative­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Due to Covid-19, there is limited space for attendees. I understand the guidelines and will adhere to those set forth and given to me by Highland Valley UMC.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_**

Renter’s Initials