



Wedding Guide

TRINITY UMC, 4000 NW 53RD AVENUE | GAINESVILLE, FL 32653 | (352) 376-6615 | TRINITYGNV.ORG

Greetings

We are delighted that you are considering having your wedding here at Trinity. It is a sacred honor for us to partner with you in this special celebration. Careful planning will make your wedding most meaningful. Therefore, we offer these guidelines for your assistance. These policies serve to guard the integrity of Trinity. The following requirements and procedures have been adopted by the church and are to be followed by all wedding parties wishing to use our facilities. We have prepared this booklet to be a helpful guide. So, please read this entire guide before calling to schedule your wedding. When you are ready, please contact our Wedding Coordinator at (352) 416-3007 or Weddings@TrinityGNV.org.

Trinity Membership

Since Trinity's facilities are both large (the Worship Center holds up to 1,400 people) and small (the Chapel is an intimate setting for up to 110 people), as well as beautiful, they are in high demand. While we would not want to turn anyone away from having their wedding here, it has become necessary for us to limit usage to members of Trinity, relatives of Trinity members and persons who are considering becoming a part of the Trinity family.

Facilities:

The Worship Center seats 1,400 with the interior wall open and 700 with the wall closed. The wall will remain open for ceremonies except when the reception is held in our Banquet Area. The Banquet Area seats up to 300 guests at round tables. A full service kitchen is located off the Banquet Area. There is a Bride's Room located off the Narthex. The focal point of the ceremony is the bride and groom standing in front of the floor to ceiling stained glass window surrounding a cross. If you have a question regarding decorations, please discuss with the Wedding Coordinator at your appointment.

The Chapel is available for smaller weddings. It is located south of the Educational Building and seats 110. This facility also offers a Bride's Room and is connected to the Chapel by a covered walkway.



Ministers and Pre-Marital Counseling

Trinity's Ministers are the only clergy who perform weddings at Trinity. Exceptions can be made after conferring with one of the Senior Ministers, who can determine whether or not guest ministers may be invited. The Wedding Coordinator will advise you on the minister availability for your ceremony.

Trinity's Ministers provide quarterly pre-marital counseling sessions, which we strongly urge (require, unless impossible due to schedule conflicts) you to attend, as this will provide you with a solid foundation for your lifelong relationship. Please contact the church for information regarding the next counseling availability.



Reservation Information

Contact the Wedding Coordinator at (352) 416-3007.

She will assist you in selecting your wedding date, time, and location and will review Trinity's policies. Every effort will be made to schedule your wedding on the date you request. However, due to the large number of weddings and special events held at Trinity, we suggest you have several dates in mind. *Note: Due to seasonal demands, our facilities are not available for weddings on Easter weekend, Independence Day, Christmas Eve or Christmas Day.

Reservation Procedures

Once your wedding, rehearsal, and/or reception are on the church calendar, you must arrange an appointment with the Wedding Coordinator to discuss the details relating to your wedding at Trinity. She will be glad to assist you with the following:

- Calendar/Facility Reservations
- Security Deposit/Payments/Fees
- Audio/Technical needs
- Assistance if needed, planning the ceremony and reception

At the appointment all church policies will be reviewed. The Coordinator will answer any questions you may have or address any special needs concerning your day. Please be aware that Trinity Ministers do not attend rehearsal. The rehearsal and the wedding ceremony will be facilitated by the Wedding Coordinator. If a private wedding consultant has been hired to assist in your wedding planning, the Trinity Wedding Coordinator still has full responsibility for directing and facilitating the wedding rehearsal, ceremony and reception held at Trinity United Methodist Church.

General Guidelines

1. The Worship Center and Chapel will be available two hours prior to the beginning of your ceremony, including the Bride's room and Atrium. Please make arrangements with your florist to deliver flowers at this time. If more than two hours are needed, fees will be adjusted accordingly.
2. A member of Trinity's custodial staff will be present before, during and after your wedding ceremony for a minimum of five hours. Additional fees will be given for your reception, if held here at Trinity.
3. No furniture is to be moved in the Worship Center, Chapel or Bridal Rooms.
4. Aisle runners are not permitted for your safety and for the safety of your guests.
5. Neither rice, birdseed nor confetti may be thrown on church property.
6. We recommend that young children participating in the wedding ceremony be seated with a parent or guardian following the processional.
7. No alcoholic beverages are permitted on church property. Smoking is not permitted anywhere in the church buildings, including the restrooms.

Facilities Reservations

Please fill out the Wedding Reservation Form and return to Trinity with a deposit of \$150.00 to secure your date on the church calendar. Please make the check payable to Trinity United Methodist Church. Your date is not on Trinity's calendar until the deposit has been received. The deposit is refundable up until 60 days prior to the wedding date. The form and deposit can be dropped off at the Receptionist's desk or mailed to: Trinity United Methodist Church, Attention: Wedding Coordinator, 4000 NW 53rd Ave, Gainesville, FL 32653.

Timeline

Six Weeks Prior to your wedding an appointment will be scheduled with the Wedding Coordinator to finalize your wedding plans. At this time, you should review all details including seating of family members, processional, order of ceremony, timing of events, usher responsibilities, reception details, etc. Please make sure your vendors have a copy of the guidelines and agree to abide by the stated policies. Music used in the ceremony should be in keeping with the dignity and sacredness of a worship service. The Trinity organist/pianist is available to help plan your music. Soloists and musicians will need to make rehearsal arrangements with the organist/pianist.

Two Weeks Prior to your wedding submit the final payments to the Wedding Coordinator. Please note as on the fee schedule, individual checks are made to the following: Minister, Organist/Pianist, Sound Tech, and Wedding Coordinator. All facilities fees and payment are to be made to Trinity United Methodist Church Facility Guidelines

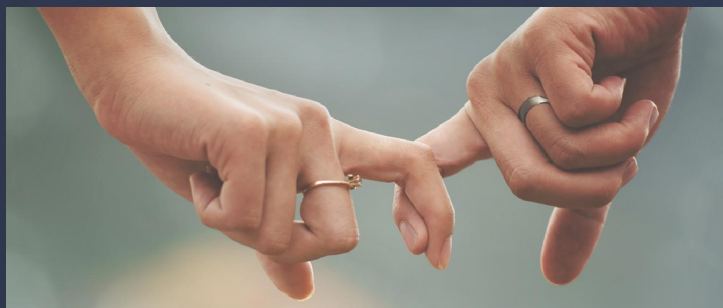
The facilities at Trinity United Methodist Church are designed to provide an atmosphere of worship and beauty for your wedding ceremony. We ask that you respect the property as you enjoy the special environment for this occasion.

Worship Center

1. The sound/lighting technician will be present one hour for rehearsal and one hour for the ceremony. Additional fees are required if the tech needs to arrive early or stay after the ceremony for your photographer's lighting purposes. Arrangements need to be made with the Wedding Coordinator at least two weeks before your ceremony.
2. For your use and at no additional charge, Trinity has two altar candles, two seven-branch candelabras, and a unity candle holder.
3. Only artificial flower petals may be strewn down the aisle when the bride enters.

Chapel

1. A flower arrangement on the altar and unity candelabra (rented from your florist) are permitted. No additional candles are allowed.
2. Please leave the Chapel and Bridal Room clean before you leave for your reception. Post wedding photography in the Chapel may not exceed thirty (30) minutes.



TRINITY UNITED METHODIST CHURCH
Wedding Reservation Form
4000 NW 53rd Avenue • Gainesville, FL 32653-4405
352.376.6615 • TrinityGNV.org

Today's Date _____

Wedding Date*: _____ Ceremony Time: _____

*No Sunday or Holiday Weddings

Desired Ceremony Location: Chapel Worship Center Other: _____
Deposit amount Included: _____ (At least \$100 deposit should be included to reserve the desired date)
Rehearsal Date: _____ Rehearsals are scheduled the day before the ceremony from 4-5pm

Bride's Information (please print)

Name: _____

Current Address: _____

Address after Wedding: _____

Phone (home): _____

(work): _____

(cell): _____

Email address: _____

Date of Birth: _____

Are you a Trinity member? Yes No

Are any family Trinity members? Yes No

Have you been married before? Yes No

Date last marriage ended: _____

Names and ages of children: _____

Groom's Information (please print)

Name: _____

Current Address: _____

Address after Wedding: _____

Phone (home): _____

(work): _____

(cell): _____

Email address: _____

Date of Birth: _____

Are you a Trinity member? Yes No

Are any family Trinity members? Yes No

Have you been married before? Yes No

Date last marriage ended: _____

Names and ages of children: _____

Facilities Desired

Reception here: Yes No

Location: _____

*Additional staff & charges may apply

Rehearsal Dinner: Yes No

Location: _____ (Additional staff & charges may apply)

Local / Additional Contact:

Name: _____

Phone: _____

Relationship: _____

TUMC Personnel Desired

Minister _____

Trinity Musician _____

Trinity Soloist _____

Trinity Organist

Food Service Staff (required when using banquet hall)

Sound Technician (required for Worship Center only)

Minister Info(if not from Trinity):

Name: _____

Church Affiliation: _____

Address: _____

Phone: _____

FOR OFFICE USE ONLY

Date reservation form & deposit received: _____ Amount: _____

Dates & Locations added to calendar: Minister Rehearsal Ceremony Reception Rehearsal Dinner

Confirmation made with TUMC Minister: Yes _____