



Thank You for Selecting Calvary for Your Wedding!

We hope this day will be everything you ever dreamed it would be and more for you, your family and friends. Our staff is dedicated to help you in every way.

Wedding Times: Your reservation allows a time frame of two and a half hours, plus 1 hour for the rehearsal on your chosen date.

Available Wedding time Slots:

A	Wedding: entrance 10:30 am	Exit 1:00 pm	Rehearsal time 7:30-8:30 pm
B	Wedding: entrance 2:00 pm	Exit 4:30 pm	Rehearsal time 6:15-7:15 pm
C	Wedding: entrance 5:30 pm	Exit 8:00 pm	Rehearsal time 5:00-6:00pm

*Other times may be available upon request.

Rehearsal Times: Rehearsals are usually scheduled the day before the wedding. Adjustments can be made to that rule as long as the wedding hostess is in agreement. The time allowed is one hour. Please tell your wedding party to be prompt so that you have the full hour for your rehearsal. All items being used in the ceremony should be brought at this time, and a copy of the marriage license must also be given to the Hostess.

Wedding Hostess: Calvary provides a Hostess to assist with the rehearsal and wedding. All flower deliveries, Photographers or anyone else needing to gain access must be scheduled through the wedding hostess.

The Minister: **The honorarium for clergy is not included in your contract and the selection of clergy is your choice.** The pastor of Calvary UMC is available for pre-marriage counseling, wedding planning, and officiating the wedding. All wedding officiant's must be an ordained Minister, Priest, or Rabbi and be approved by our staff. Please inform the church office of your Clergy selection as soon as possible.

Decorations (Flowers and Candles): Florists may bring flowers and supplies before the wedding and need to be promptly removed after the wedding (exit time). You are welcome to donate the flowers by leaving them at the church, but please advise the Hostess of this. Bows and other decorations should be tied or banded to the pews; **no tape of any kind is allowed.** The two large candelabra are included with your rental contract. Unity and Memorial candles may be used. All others must be approved by the wedding hostess.

Music: You may contract for the use of the Sanctuary organ. Only a designated Calvary organist is permitted to play the organ at Calvary. If you do not choose to use the organ, we have a baby grand piano available for others to play. We also have referrals for soloists, brass, strings, and other musicians. If you select your own musician, they must provide their own sound equipment and be approved by our music director. Recorded music is not permitted. Musician costs are included in this contract.



Photography/ Video: We make few restrictions on photography in the sanctuary, other than they not be used or sold for commercial use. The photographs must also be within the time frame chosen. Video is permitted. Under most circumstances, special lighting is not permitted. Flash photography during the ceremony is up to the Officiating Clergy. Please discuss that with them as it is sometimes very distracting during the service.

Parking: The wedding party should use the enclosed lot behind the church and the reserved parking in front of the church. There are other lots available for your guests, please inquire 1 to 2 months before your wedding.

Responsibilities: No smoking or drinking of alcoholic beverages is allowed in the church building or on the church grounds. Any indication of drug or alcohol use by a wedding participant will result in the exclusion of that person from the wedding service or may result in the cancellation of the wedding altogether.

Any damage to furniture, equipment, or furnishings by the wedding party or guests is the responsibility of the wedding couple.

The church is **not** liable for any personal property that is lost, damaged, or let behind. The wedding party must leave the church as clean as they found it.

Please remember this historic building has provided an elegant wedding setting for hundreds of couples. Therefore, we ask you take special care as to not damage any of the historic fabric so that a second century of brides and grooms can enjoy the church beauty.

The Calvary Wedding Staff:

Church Office: (412) 231-2007

Organist: David Bridge: (724) 217-6759

Wedding Hostess: Aleata Weis: (412) 302-8363



CALVARY WEDDING FEE SUMMARY

2024

BENEFITS

Wedding fee of \$1,500 includes the following:

1. Rehearsal – Allows for one-hour rehearsal time
2. Wedding – Provides a time frame of 2½ hours, from entrance to exit
3. The service of a Wedding Hostess
4. Calvary Organist

Additional Expenses:

Aisle Candles: \$100 (if used)

Calvary Pastor's Fee: \$350 + additional travel costs for offsite locations.
Payable in cash or check

NOTES:

Rehearsals are usually scheduled the day before the wedding. Adjustments can be made as long as the Clergy and Wedding Hostess are in agreement. All items being used in the ceremony should be brought at this time, and a copy of the marriage license must also be given to the Officiant.

No rice, birdseed, confetti, fireworks, or any other material harmful to the building and its surroundings is allowed inside the church or on church grounds. Rose petals, butterflies, and bubbles are acceptable.

Thank you for choosing Calvary to share your special day!



Wedding Reservation

Wedding Date:	_____	Time:	_____
Rehearsal Date:	_____	Time:	_____
Bride:	_____	Groom:	_____
Address:	_____	Address	_____

Email:	_____	Email:	_____
Cell Phone:	_____	Cell Phone:	_____
Phone 2:	_____	Phone 2:	_____
Clergy	_____	Organist:	_____

A non-refundable deposit of \$1,500.00 must accompany this reservation form. The date requested will be held upon receipt of your check and completed reservation. Please make check payable to *Calvary United Methodist Church*. This reservation allows 2 ½ hours total, from entrance to exit on the date of your wedding plus 1 hour on the date chosen for your rehearsal. It also includes the services of our wedding hostess for set-up, clean up, and the planning of church details. Organ/Piano music, if additional time is needed for either the rehearsal or the Service we will do our best to work with you. However, an additional fee will be charged. Use of the Aisle Candles is optional for an additional fee of \$100.00. This contract does not include the cost incurred for the Clergy.

For additional information or to schedule a tour please call 412-231-2007.

Church office hours are Monday – Thursday, 12:00pm – 3:00pm

Signature of Responsible Party: _____

Staff Signature: _____

Date: _____

Check # _____ Amount _____

Paid _____ Using Candles _____