



"A Light in the Country"

**MAYFIELD CONGREGATIONAL
CHURCH**
UNITED CHURCH OF CHRIST
28405 Church RD
Sycamore, IL 60178
815 895 5548

Wedding Reservation, Policy and Fees

Weddings are joyous occasions in the life of two people and their families. Mayfield Church provides an intimate sanctuary and if desired a fellowship hall for your reception for small wedding parties and their guests of 75-100 people. Mayfield Church is an inclusive church; all are welcome here. Please review our Wedding Reservation and Policy below:

A. Preparation

1. **Premarital counseling**: Together you have made your decision to be married. You have already begun your preparation in a variety of ways. Your decision to marry in the church symbolizes the value you place upon the spiritual aspects of your life together. Our pastor will meet with you at a mutually agreeable time for counseling and for planning your service.
2. Once you have met with the pastor, she/he will check that your desired date is available for your Wedding. Then you and the Pastor will agree on the pastor's fee. At that point the pastor will set the dates to plan your wedding ceremony with you and direct you to the Church Trustees to reserve the church and make your \$150 deposit fee. This amount will be applied to your total fee for services that you choose. Your date will be reserved for (14) days from the time you reserve your date and will become permanent once we receive your check.

B. Your wedding ceremony

1. **Liturgy**: The United Church of Christ supplies a beautiful ceremony. In consultation with the pastor, you may adapt the liturgy to your particular need and circumstance.
2. **Music**: An important part of the sacredness of any wedding is expressed in the choice of music. Therefore, music should be arranged with the musician/organist and pastor. If you plan to use an organist or pianist who is not on our staff, you must okay this with the pastor. You may invite guest musicians to play additional instruments or to sing at your wedding.
3. **Photography**: We permit the videotaping of your service, as well as photography. Those responsible for these services must check in with the pastor for specific guidelines.
4. **Sound System**: A Church designated person will manage the sound system for your wedding. CD Audiotaping is available upon request. The CD audiotape is to be provided to the Trustees by the wedding party on the day before the wedding. Additional sound equipment shall be pre-arranged and tested with a Church designated

person (24) hours before the wedding. We reserve the right to limit the use of the sound system.

C. Sanctuary

1. **Decorations**: The interior of the church has a simple beauty. Any plans for flowers should be discussed with the pastor. Flowers should be in place in the sanctuary at least one hour before the wedding. Vases that you provide may be use for cut flowers for the altar.
2. **Furniture**: Any movement of furniture is to be discussed with the pastor or trustee before hand. All items must be returned to their original position before leaving the building. The pulpit may not be moved.
3. **Candles**: We provide candles for the altar. We have two candelabra, which you may use if providing candles. Cost for these candles is available from the pastor.
4. **Runner**: Please provide your own runner if you wish to use one. Make sure it is properly taped down. No nails or thumbtacks may be used for this or any other purpose.
5. **Animals**: Only service animals are allowed in the Church. Their attendance must be pre-arranged with the Trustees.
6. **Throw**: Birdseed, confetti and rice **are prohibited** in or on church grounds due to environmental concerns. We suggest blowing bubbles or using flower petals.

D. Wedding Reception in the Lower Level

1. The Lower Level of our church is available for your reception. The Lower Level is divided into two areas: The upper floor area can seat **50** guests and the lower area can seat **50** guests or less seating to allow for dancing.
2. You are expected to meet at least one week in advance with a Church Trustee to discuss and agree how you would like the Lower Level to be set up for your reception.
3. You may bring in your own prepared food to the church or use a caterer. However, you and or your caterer may only keep food cold or warm in our kitchen for your reception.

We provide a “**Holding Kitchen**” only to keep food cold in a refrigerator and warm in a warming box under the supervision of a Church designated person. The church provides serving tables and both tables and chairs for your guests. You and or your caterer will need to provide decorations, tablecloths, serving plates, dishes and utensils.


4. The church is not responsible for your food choice, preparation or food allergy reaction of your guests and family members.
5. You are expected to clean the kitchen and dining area used for your reception. We ask you to clean it to your satisfaction and to make sure that it is clean immediately after your event and


before you leave in order to receive your \$50 Security Deposit refund. The church Trustees will determine if you are eligible to receive the refund. Your cleaning does not waive the custodian's fee.

6. Whatever furniture or other items you moved must be put back as they were immediately after your event and before you leave.
7. Be sure to communicate in advance with your guests the following:
 1. No Smoking in church buildings or within 20 feet of church building doorways.
 2. Alcohol, drugs and firearms are not permitted in our building or on our grounds.
 3. The church cannot be responsible for personal belongings.

E. Wedding and Reception Fees:

We have fees for Active Members & Friends of the Church and Non-Active Members & Friends of the Church.

 **Active Members and Friends of the Church** are defined as people who are active in the life of the church on a monthly basis and who pledge or contribute financially or "gifts in kind" on a monthly basis at least six months prior to the desired wedding date.

 **In-Active Members and Friends of the Church** do not fit this category.

For Information about Wedding & Reception Fees

Contact:

Mayfield Church Trustees

815-895-5548

info@mayfieldchurchucc.org

Mayfield Church UCC
28405 Church Rd., Sycamore, IL 60178
Wedding Reservation Form

Please discuss your plans with a Mayfield Church Trustee prior to filling out this form.

Wedding Date Requested: _____

Time	Month	Day	Year

I/we agree to the Mayfield Church UCC Wedding Reservation, Policy & Fees

We desire to reserve (check all that apply): ☐ Sanctuary ☐ Lower Level

Name: _____ **Date:** _____

Signature

Please Print & Keep a Copy for Your Records

Name: _____ **Date:** _____

Address:

Street	State	Zip

Home Phone: _____ **Cell Phone** _____

Email: _____

Please fill out this form, sign and attach a check for the **\$150** deposit made payable to Mayfield Church to reserve your Wedding date and mail to: **Trustees, Mayfield Church UCC, 28405 Church Rd., Sycamore, IL 60178.**

This amount will be applied to your total fee for services that you choose. Your date will be reserved for (14) days from the time you express your intent and will become permanent once we receive your check.

Reservation Cancellation Fee. If you decide to cancel your reservation date, you must give notice to the Church Trustees at least one month before your scheduled date to get a full refund of your deposit. Notification less than one month will result in a \$75 charge.