

Planning your wedding at
Broadway United Methodist Church



Greetings!

We're delighted you are considering Broadway as the site for your wedding. In the rest of this guide, you will find basic information about weddings at Broadway United Methodist Church. If you are considering having your wedding here, you should know that we have more to offer than a beautiful space and excellent musical artists for this important day in your lives. We have community to offer - that is to say that we have something to offer your marriage as well as your wedding.

If you decide to hold your wedding ceremony at Broadway, please contact Karen McLeavey at kmcaleavey@broadwayumc.org. Karen will help you arrange to meet with me (if I am presiding at the wedding) and other Broadway folks who will be a big help in preparation for your marriage.

If you have any questions, please don't hesitate to call on us.

Keep tellin' the Story,

Rev. Aaron Hobbs
Pastor

Helpful Contact Information

BROADWAY UNITED METHODIST CHURCH
609 East 29th Street
Indianapolis, Indiana 46205
www.broadwayumc.org
Facebook: www.facebook.com/Indy.Broadway.UMC

Church Office	317.924.4207
Church Fax	317.924.4209
Rev. Aaron Hobbs, Pastor	ahobbs@broadwayumc.org
Jim Fore, Media Technician	jfore@broadwayumc.org
Catherine Pilarski, Facilities Manager	cpilarski@broadwayumc.org
Karen McAleavey	317.924.4207 kmcaleavey@broadwayumc.org

Our office hours are Monday through Friday, 9:00 a.m. - 5:00 p.m.

Wedding Fees

Sanctuary (seats 500): \$1750

Fees include use of sanctuary, parlor and two dressing rooms (six hours total), parking attendant, custodial services, media technician and Broadway wedding facilitator. Rehearsal fees are included.

Chapel (seats 100): \$1250

Fees include use of chapel, parlor and two dressing rooms (six hours total), parking attendant, custodial services, media technician and Broadway wedding facilitator. Rehearsal fees are included.

Use of Broadway Pastor (optional): \$200

Use of Broadway Organist (optional): \$200

Candles are available for an additional fee.

Wedding Procedures

1. Check with Karen McAleavey at the church office (kmcaleavey@broadwayumc.org or 317.924.4207) to determine if your proposed wedding date is available. Karen will help connect you to the facilities manager, who will schedule your church tour and a meeting to discuss having your wedding at Broadway.
2. If it looks like Broadway is the right place for your wedding, a wedding invoice will be created for the couple to pay and reserve the date in pencil on the church's master calendar. ALL monies are to be paid to the church upon receipt of invoice. Payment of the invoice secures your wedding date. Checks should be made out to Broadway United Methodist Church with the spouses' last names and the date of the wedding ceremony on the memo line. The deposit will be returned two weeks after the wedding, if there are no damages. If there is damage or missing church property, a list of damages and any resulting invoices will be sent to the wedding couple.
3. If using one of Broadway's pastors as your minister, please schedule an appointment through Karen McAleavey (kmcaleavey@broadwayumc.org or 317.924.4207).
4. Broadway must receive all necessary information concerning the logistics of the ceremony from the wedding couple and the officiating minister at least one week prior to the wedding.

Policies

1. The church is not responsible for items left or stolen.
2. All areas should be left reasonably free of trash.
3. All members of the wedding party must be informed of and compliant with the church policies listed below:
 - Alcoholic Beverages are NOT permitted in the building or on the property.
 - Smoking is NOT permitted anywhere in the building, courtyard, or within 100' of the building.
 - Relocation of furniture or equipment in the Sanctuary or Chapel must have the prior approval of the pastor.

Music at Broadway

Broadway has excellent musicians who are available to perform at your wedding ceremony -- including vocalists, who are available to perform for an additional fee. Broadway will help you coordinate the following services:

- At least one meeting with the wedding couple to decide the music for the wedding.
- One hour for wedding rehearsal
- Fifteen minutes of organ or piano music preceding the wedding.
- Music during the wedding, including accompanying instrumentalists or vocalists.
- Ten minutes of organ or piano music at the conclusion of the wedding.

Music fees -- including those paid to the organist and vocalists -- will be determined by the musicians who are available to perform on your wedding day.

Candles

If you would like to use candles during your service, Broadway's non-drip candles are to be used (in order to protect floor surfaces) and may be purchased for \$3.00 each. Broadway also has a selection of decorative metal candleholders for both the pews and the altar area, which may be used at no additional cost. Candle fees typically range from \$42 to \$114, depending upon the options you choose.

Available Equipment

The following equipment is available for your use: candelabras and a guest register stand.

Wedding Facilitator

Your Broadway Wedding Facilitator serves as a point of contact to answer questions, to provide advice and directions, and to help as you prepare for your wedding day.

Parking Attendant

The parking attendant is on site to monitor the 29th Street parking lot for two (2) hours starting 45 minutes prior to the start of the wedding. If more security time is requested for the wedding, there will be an additional charge of \$25/Security hour.

Your Wedding Rehearsal & Your Big Day

Rehearsals

Rehearsals are to begin promptly at the pre-scheduled time and will be no more than one hour.

Building Access

The Wedding Facilitator will work together with you and the building staff to coordinate building access on the day of your event. Building access will be granted prior to your ceremony to allow time for decorating and wedding party preparations within the allotted six-hour time frame.

Photography

Wedding photographs are permitted in the Courtyard, Parlor, Sanctuary/Chapel, and on the church lawn. We ask photographers not to take photographs from the raised altar area when the minister is conducting the service.

Facilities Management

Areas to be used by the wedding party and their guests will be cleaned prior to the wedding and after their departure.

Frequently Asked Questions

Is premarital counseling required by Broadway United Methodist Church?

We ask that all couples who hold their wedding at Broadway participate in a series of premarital consultations. The pastors typically meet with couples three times before the Wedding Rehearsal. An explanation of each meeting can be found below.

- Meeting #1 Focus: Pastor and Couple meet to get to know one another. This meeting can take place in-person or via Zoom. Following the meeting, the Pastor will send the Couple a Wedding Ceremony Template to begin thinking through the ceremony and login credentials to take the *Prepare-Enrich* online strengths-based inventory.
- Meeting #2 Focus: We will discuss the *Prepare-Enrich* inventory together and then work through the details of the ceremony
- Meeting #3 Focus: Meet at Broadway (or the wedding venue) to do a final walk-through of the marriage ceremony. This meeting will allow us to be clear about the flow of your ceremony and work out positioning prior to the Rehearsal.

I know payment of our invoice secures our wedding date, but what if someone requests the date we want after we have met with the wedding facilitator but before our invoice is paid?

If an invoice has been issued, the Wedding Facilitator will call the invoiced couple to confirm payment is forthcoming before giving away the date.

What money is refunded if we must cancel our reservation after our invoice has been paid?

Up to a week before the wedding, all but \$175.00 will be refunded if a couple must cancel their event. If the event is cancelled less than a week before the wedding, half of the contracted amount will be refunded.

Where may guests park?

There are two main areas available for parking. The north side of the building along 29th Street has two ample parking lots with reserved handicapped spaces. Additional parking is available in a lot South of Fall Creek Parkway just across the street from the church.

Is there access to the church for guests who cannot climb stairs?

On the Fall Creek (south) side of the church, there is a drop-off driveway for guests who do not climb stairs. The drop-off may not be used for parking. Once inside the church, there is an elevator, which Broadway staff will make available, that can transfer guests to different floors of the church. Just let your Broadway Wedding Facilitator know you need it.

How many guests will wedding spaces seat?

The main Sanctuary seats 500. The Chapel seats 100.

What kind of materials may guests use to shower the wedding couple as they leave the church?

Throwing of birdseed or the use of bubbles is permitted as the bride and groom leave the church. The use of other materials is subject to prior approval.

What is Broadway's policy on the use of natural flower petals on the aisle during the ceremony?

The use of flower petals on the aisle during the ceremony is permitted.

Are aisle runners permitted?

If you choose to use an aisle runner, you will need to arrange with your florist for one 100 feet in length for the Sanctuary. Use of a runner in the Chapel is discouraged because of the risk presented by material sliding on the smooth stone floor.