



Trinity United Methodist Church

Special Events at Trinity Church

(Non-Members)



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Preface

Welcome to Trinity United Methodist Church. We look forward to hosting your upcoming special event. We are pleased that you are planning to have your special event here and look forward to being of assistance to you while you plan and prepare. We will do what we can to help you put together a special occasion for you and your friends and family, one that is remembered for days, months, years to come.

The Staff

Pastor – The Reverend John P. Mueller
Administrative Assistant – Doreen Bessey-Robbins
Church Administrator – Wendy B. Freels
Organist/Carillonneur – Becky Isaacson
Head Sexton – Carlos Manning

Contact Information

Administrative Assistant, Ms. Doreen Bessey-Robbins
doreen@trinityspringfield.org | 413-737-5311 x 204

Church Administrator, Wendy Freels
wendy@trinityspringfield.org | 413-737-5311 x 202

Organist/Carillonneur, Becky Isaacson
becky@trinityspringfield.org | 413-737-5311 x 210

Kitchen Hostess, Margo Sweetland
No email address | 413-737-5311

Head Sexton, Carlos Manning
sextons@trinityspringfield.org | 413-777-5460

To Reserve the Church

Please contact the Church Administrator when you are ready to set a date for your special event. We reserve dates up to six months from the event date. Dates will be confirmed upon receipt of the deposit. No event will be scheduled to begin later than 7:00 PM. **No special events will be scheduled on New Year's Eve, Boar's Head Festival week/weekend, Holy Week, Memorial Day weekend, Independence Day weekend, Labor Day weekend, or Thanksgiving weekend.** Additionally, Christmas and other dates during the month of December may be unavailable depending on holiday Church events. **Should there be a special request for a holiday event, all fees other than Church rental, are subject to an increase.**

Initial Meeting

At your initial meeting with the Church Administrator, you will discuss the possible dates and times for your event, tour requested spaces, compare prices of the spaces and determine what the total cost may be. If the dates are available, you may leave a deposit at this time and the event will be scheduled on the church calendar.

Deposits and Payments

A deposit *must* be received before the event is added to the church calendar. This deposit will be applied to the total bill. Payments to the bill will be accepted up to two weeks before the event. All payments must be in the church office no later than two (2) weeks before the actual event.

Room Assignment and Setup

You will be required to provide to the sextons a sketch of your planned setup for each space. This includes tables, chairs, serving tables, podium, etc.

The sextons are responsible for:

- cleaning the room before and after the event
- setting up and taking down tables and chairs per your diagram
- removing trash during and after the event
- making sure the bathrooms are clean and stocked at all times
- general security of the building

At no time during the event setup or during the event are you allowed to ask for additional space from the sextons. If you have not already requested the space, it is not available. Only under extreme circumstances determined by the head sexton and/or the Church Administrator would this be waived.

Kitchen Hostess

The Kitchen Hostess' responsibility is to make sure your special event runs smoothly. She serves as a hostess for the church and will help direct your party around the church, ensure that kitchen safety rules are obeyed, etc. Your Kitchen Hostess will attend the event but remain in the background as an assistant to the caterer or sextons as needed. The Trinity Kitchen Hostess is to be used at all Trinity events. It is our experience that you use professionals (musicians, photographers, florists) who have worked with our Church before and know its rules to make your event the most successful it can be.

Special Event Planner

You should coordinate with a close family friend or a professional to serve as a Special Event Planner. That person will be responsible for reviewing this booklet to ensure that all rules and policies are followed. They must meet with the Church Administrator at least once. S/he can contact the Church Administrator or the Kitchen Hostess for clarification on any of the information herein.

Music

The Music Ministry of the Church is charged with planning music for all services held at Trinity Church. In order to maintain a level of consistency among services, the Music Ministry has adopted the following policies that pertain to events that occur in the sanctuary or chapel:

- Trinity Church will provide an Organist to play for all formal occasions in the sanctuary. If you have another person you wish to play the organ and/or piano, you must get permission from the Music Director before they

can use the sanctuary or chapel instruments. (The piano in the Asbury Hall is not the property of Trinity Church and therefore is off-limits to all players.)

- Since a quinceanera ceremony is a service of worship, all music must be appropriate to the event.
- Vocalists and instrumentalists shall be chosen by you, in consultation with the Organist, if needed.
- Soloist and instrumentalists rehearse one hour prior to the service. The singer or instrumentalist must provide the Organist with a copy of the music two weeks in advance, written in the key in which it is to be played.
- Any audio needs (microphones or special inputs for other instruments) must be requested by filling out the **Building Use Request Form** up to four weeks before the ceremony.
- String quartets and/or piano may be used in lieu of the organ for Processionals and Recessionals.
- If you choose to have a program printed for your event, you are responsible for proofreading and printing the material. Consult with the Organist to ensure that pieces and performers are spelled correctly before printing.
- **At least three to four weeks prior to your event date, contact the Organist to schedule your wedding music consultation. This is a required face-to-face meeting so that you and the Organist can decide on the music for the service.**

Miscellaneous Personnel

Florist and Decorating Instructions

We understand that décor is an important part of some special events and we desire that ours be a cooperative and successful relationship as we perform our duties on this occasion. We ask that florists help us maintain the beauty of our worship spaces by adhering to the following guidelines. By signing the agreement at the end of this booklet, you agree that you have seen and agreed to the instructions below:

- Please do not place anything on the Altar other than flowers or a Memorial Candle in either the Sanctuary or Chapel.
- In the Sanctuary, flower arrangements may not exceed the height of the arms of the cross, as the cross is the focal point of the altar. The wedding is a sacred service. Candles and the Bible may be used. Altar candles always remain in their places at either side of the cross. The vases may not be removed from the altar unless a large single unit is placed in the middle. Flowers may be arranged in the vases using liners or in papier-mâché cones which hold the oasis. Nothing may be removed within the Chancel. Floral arrangement should remain in the Sanctuary for Sunday services with an acknowledgment in the Sunday bulletin in honor of your wedding. Please provide your florist with this information.
- In the Chapel, the cross may not be removed. All other comments under “The Sanctuary” apply to the Chapel.
- Candelabra may not be placed in the pulpit or in front of the pulpit. In order to prevent wax from dripping, liquid candles, candle lighters and united candle are to be furnished by the Church. Your florist may choose to use candles in the window ledges as long as they are protected.
- You may place flowers and bows on the pews. You are not allowed to use nails, tacks, tapes or other means that may damage wood to secure flowers or other decorations to the Church furniture, wall or fixtures.
- We do not allow petals, rice, birdseed or bubbles to be used on the premises.
- For safety reasons, aisle cloths/runners are not permitted.
- During the Advent and Christmas season, decorations cannot be hanged in the Sanctuary or Chapel.
- The Event Coordinator and Church Administrator should determine the time the Florist may enter to decorate. Please coordinate three to four weeks prior to the wedding. Please be sure to label all corsages and attendant’s flowers. The Church cannot be responsible for any equipment.
- In the Halls (Asbury, Vincent, or Hale Community), no candles will be lighted and left unattended.

- Arches or decorations can be brought in at 8:00 AM on the morning of the event and will be removed at the end of the event that same day. No setup will be allowed the evening before.
- ONLY BLUE or GREEN painter's tape is allowed to be used to affix items to the walls, tables, and chairs of the Halls.
- NOTHING will be pinned to the drapes of the stage in Asbury Hall.
- All flowers and their vases, all chair ribbons or covers, all tablecloths will be gathered together to be washed and/or thrown away at the end of the event. Any items left over will be thrown away.

Photographer's Instructions

We understand that photographs are an important part of your event. We ask that photographers help us maintain the by adhering to the following guidelines. By signing the agreement at the end of this booklet, you agree that you have seen and sacredness of our facility agreed to the instructions below:

Photographers are to cooperate with the Sexton or the Kitchen Hostess at all times.

- Pictures may be taken:
 - Outside the Church of Chapel facilities.
 - In the Parlor (before the event) The furniture in the Parlor may not be moved.
 - In the Chapel after the event (if a Chapel event).
 - In the Sanctuary after the event (if a Sanctuary event).
- Pictures may be taken beginning 1.5 hours before your event starts.
- Photographers must dress in attire appropriate for Church (no denim).
- Please have your photographer donate an 8x10 photograph of your event for our Special Events Album. They are welcome to attached their contact information.
- All financial agreements and payments are between the photographer and the client. The Church is not responsible for breach of agreement or non-payment.
- Photographers agree to reimburse the Church for any damages they cause to the property.

Videographer's Instructions

We understand that videos are an important part of your event. We ask that videographers help us maintain sacredness of our facility by adhering to the following guidelines. By signing the agreement at the end of this booklet, you agree that you have seen and sacredness of our facility agreed to the instructions below:

- Videographers are to cooperate with the Sexton or the Kitchen Hostess at all times.
- Videographers must dress in attire appropriate for Church (no denim).
- Videographers are to supply their own equipment.
- Videographers are to have all equipment in place no later than 45 minutes prior to the event.
- Videographers may "roam" inside the Chapel/Sanctuary up to 30 minutes prior to the event. After this time, you may tape the party in the narthex or assume your fixed position in the designated location¹.
- **All videotaping of the ceremony must be done from the designated location.** Cameras, microphones, and other recording devices or special lighting are NOT allowed in the Chancel area of the Church. Videographers are welcome in the Narthex and elsewhere in the Church prior to the wedding but they may NOT videotape from within the Sanctuary during ceremonies.
- **Videographers are to be as unobtrusive as possible and are not to impede the movement of guests or your party either with equipment or themselves.**
- Videographers are not to move equipment or themselves during ceremonies.

¹ The Wedding Hostess will show the personnel involved where they may stand to videotape the wedding.

- All financial agreements and payments are between the videographer and the client. The Church is not responsible for breach of agreement or non-payment.
- Videographers agree to reimburse the Church for any damages they cause to the property.

Important Miscellaneous Information

Alcohol and Smoking Policies.

NO alcoholic beverages or any type of non-alcoholic beer or wine are permitted on the Church Premises. Please do not arrive at the Church with the strong odor of alcohol. Advise your party guests and your friends! Smoking is not permitted anywhere on Church property, neither inside nor outside. This includes smokeless tobacco and vapor cigarettes.

Firearms Policy

Weapons and/or firearms are prohibited from anywhere on the property of Trinity United Methodist Church unless carried in the execution of public duty (e.g., by officers of the law). **This rule will be strictly adhered to.**

The Nurseries

Nearly all special events are held on Saturday. Since the nurseries are prepared for use on Sunday, if you have planned to invite guests with small children, it is recommended that you make other provisions for them before coming to your event. It is difficult to restore nurseries for use by 8:30 AM on Sunday morning when they have been used the night before. We appreciate your cooperation in this regard.

In the event you must have a nursery available, you may rent the Parlor or Primary Room for this use. The nursery will be staffed by two nursery workers, CORI-checked by Trinity Church at all times when it is scheduled for use.

Children

Experience has shown that small children must be watched and controlled at all times. No child is allowed to wander the building or property alone and should be accompanied at all times by an older (teenaged) sibling or relative or an adult.

Rehearsal

Rehearsals will require at least 45 minutes and your party's punctuality will assist with this. Rehearsals will be scheduled to occur the day prior to the wedding. The rehearsal is a time for careful planning for a perfect experience. The Organist does not attend the rehearsal. The sound technician (if outside musicians are used) will be present by prior arrangement only and will also require a fee.

Please encourage your participants to conduct themselves with proper decorum.

Furniture

Furniture in the Parlor, Primary Room, and Foyer will not be moved in the rooms or removed from the rooms. Surplus tables and chairs are to remain in the building or in designated storage areas.

Parking

Parking is available in the large lot to the west as well as behind the church and along the east side of the building. Coordination for additional parking at the nearby school or church, and/or a traffic officer, is your responsibility. Parking is subject to parking signs and regulations.

Americans with Disabilities Act (ADA) and Service Animals

Trinity Church is equipped with labeled handicap parking, a wheelchair ramp at the Grace Chapel entrance and a wheelchair lift at that same location. Should additional parking spaces be needed, coordinate with the Head Sexton in advance. He can place labeled cones in other spaces for you.

For the safety and comfort of all our guests, animals are not permitted in the Church except with approval from the Church Administrator or Pastor. Guide, signal or service dogs (as defined by law) are allowed in the Church. All sanitary needs for animals are the responsibility of renter(s).

Other Information

Valuables should not be left to tempt passersby. The Church will not be responsible for theft or loss of valuables. Every effort is made to secure the building, but participants should be warned to keep watch over their possessions. A Lost and Found service is maintained by the Church; please claim articles as soon after the wedding as possible.

The Church is open on Saturday beginning at 8:00 AM. The sexton-on-duty may be reached by calling 413-777-5460.

Please ask your guests to use the main entrance of the Church facing Sumner Avenue.

If certain rooms (i.e., Asbury Hall, Hale Community Room) are booked and paid for and the wedding party asks for access to additional space (e.g., Parlor or Primary Room), a fee will be charged for that additional space. All rooms will be left as they are found, no exceptions.

Trinity Church trustees and members wish for our guests to have a beautiful, fun, and memorable event, but request that the Trinity Church buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.

Fees and Charges

Deposits must be paid before we can put events on the calendar.

| | | | |
|----------------------|---------------------|-----------------|---|
| <i>Church Rental</i> | Sanctuary \$1000 | Chapel \$500 | Booking Deposit for either space \$300 |
|----------------------|---------------------|-----------------|---|

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|--------------------------------|-----------------------|-------------------------------|------------------------------|
| <i>Receptions</i> ² | Asbury Hall \$1000 | Hale Community Room \$1000 | Parlor/Primary Room \$250 |
| <i>Deposits</i> ³ | \$300 | \$500 | \$125 |

| | | | |
|-------------------------------|--------------------|------------------|-------|
| Pastor | \$450 | Organist | \$300 |
| Hostess | \$250 | Sound Technician | \$150 |
| Kitchen | \$200 | Soloist | \$150 |
| Kitchen Coord. ⁴ | \$100 plus 10/hour | Candelabra | \$50 |
| Carillonneur | \$150 | Choir | \$500 |
| Security Deposit ⁵ | \$200 | | |

² Includes 8 hours' rental for same-day decoration and tear-down. Additional time will be charged and deducted from the security deposit. Also, includes use of the attached commercial kitchen and the fee for the Kitchen Hostess for the duration of the actual event (up to 4 hours). If additional kitchen time is needed (for prep or cleanup), the \$10/hour will be charged.

³ Deposits are due when the event is booked on the Church calendar. These funds are applied to the total bill.

⁴ A Kitchen Hostess will be on site if the kitchen is rented. Otherwise all access to kitchen equipment is prohibited

⁵ A Security Deposit is due when the event is booked and will be returned to the Renter after the event if all spaces and equipment are left in satisfactory condition. If the event goes over the allotted time (the six-hour window), \$50/hour for the room and \$10/hour for the hostess will be deducted from the security deposit.

TRINITY UNITED METHODIST CHURCH

SPECIAL EVENT AGREEMENT

Trinity United Methodist Church’s sanctuary, chapel, halls, and/or classrooms may not be used for any unlawful purposes. Renter(s) are prohibited from selling tickets for raffles, offering alcohol beverages or tobacco products at any time during their event(s).

Trinity United Methodist Church reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

Space rented from Trinity United Methodist Church cannot be sub-leased by the renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties thereto.

By signing this agreement, renter(s) acknowledge the amount of the fees paid for the use of the space indicated below and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Agreement are accepted and agreed by all parties on this _____ day, of

,

CONSENT AND RELEASE:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due Trinity United Methodist Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of Trinity United Methodist Church.

Renter(s) Date

Renter(s) Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Trinity United Methodist Church so as to permit the Applicant the right to use the Premises at the time or times specified therein.

Trinity UMC Church Administrator Date

NOTE: Fields outlined in **red** must be completed prior to acceptance.

SPECIAL EVENT DETAILS

Event Date/Time:

Space Requested:

Setup Time:

Please list the name, address, and contact information of the Event Coordinator(s):

Please list the name, contact information, and religious affiliation of the person(s) leading the event:

Please list the name, address and contact information of the following:

Special Event Planner:

Photographer:

Florist:

Videographer:

Caterer:

EVENT BILL

Date:

Non-Member

Price:

Main Space

Additional Space

Additional Space

Additional Space

Kitchen Hostess

Nursery Workers

Sound Tech

Room Setup Fee

Security Deposit

TOTAL FEES

Office Use Only

Date: _____ Check/Cash _____ Payment #1
Balance

Date: _____ Check/Cash _____ Payment #2
Balance

Date: _____ Check/Cash _____ Payment #3
Balance