



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 you would like to hold your wedding ceremony at Broadway, please contact Karen McAleavey at kmcaleavey@broadwayumc.org. Karen will check the availability of your desired date and help you arrange to meet with me in preparation for your marriage.

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

Love Ridiculously,

Rev. Aaron Hobbs, Senior Pastor
Broadway United Methodist Church



Helpful Contact Information

BROADWAY UNITED METHODIST CHURCH
609 East 29th Street
Indianapolis, Indiana 46205
317.924.4207 | www.broadwayumc.org
Facebook: www.facebook.com/Indy.Broadway.UMC

Rev. Aaron Hobbs, Senior Pastor	ahobbs@broadwayumc.org
Rev. Dr. Shonda Nicole Gladden, Sr. Associate Pastor	sgladden@broadwayumc.org
Cathy Pilarski, Facilities Manager	cpilarski@broadwayumc.org
Jim Fore, Media Technician	jfore@broadwayumc.org
Karen McAleavey, Administrative Assistant	kmcaleavey@broadwayumc.org

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

Wedding Fees

Sanctuary (seats 750): \$1800 | Chapel (seats 100): \$1300

Fees include use of Sanctuary or Chapel, Parlor and two Dressing Rooms (six hours total on your wedding day), Wedding Officiant, Premarital Pastoral Counseling, Organist, Custodial Services, Media Technician, and Broadway Hospitality Coordinator. Wedding Rehearsal fees are included.

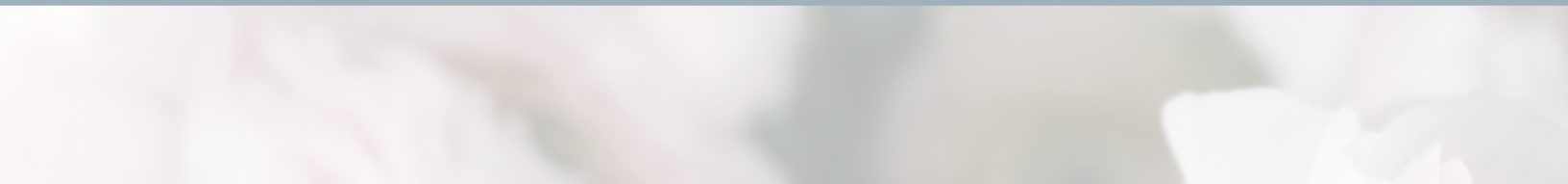
Live Video Stream of Ceremony (optional): \$250

Candles are available for \$3 per candle.

Reception Fees

Backstage at Broadway (seats 150): \$1,250 | Catering Kitchen Usage Fee: \$200

Backstage at Broadway is a beautiful venue located on the lower level of Broadway United Methodist Church, including a commercial kitchen, two stages, a dance floor, and seating at round tables for up to 150 people. If you choose to host your Wedding Reception at Backstage at Broadway, your rental fee includes up to four hours of facility rental, tables and chairs, custodial services, and a reception hospitality coordinator. Catering Kitchen Usage fee is waived if using a Broadway in-house caterer.





Wedding Scheduling Procedures

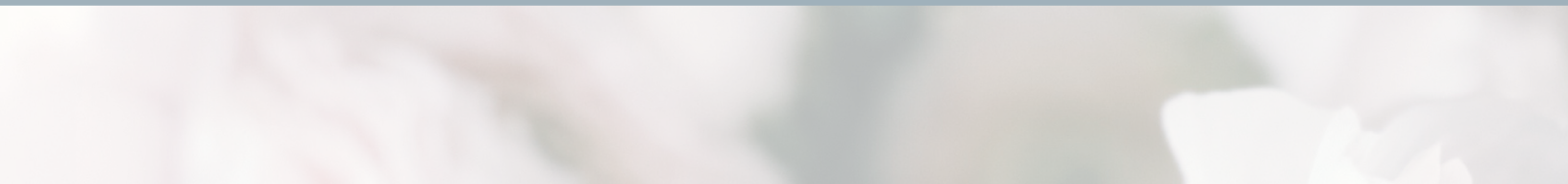
1. Please contact Karen McAleavey in the church office (kmcaleavey@broadwayumc.org or 317.924.4207) to determine if your proposed wedding date is available. Karen will help connect you to our Senior Pastor, Rev. Aaron Hobbs, who will schedule a time to meet with you to discuss having your wedding at 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 fees are to be paid in full 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 couple's last names and the date of the wedding ceremony on the memo line.
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 or facilities manager.

Hospitality Coordinator

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





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.

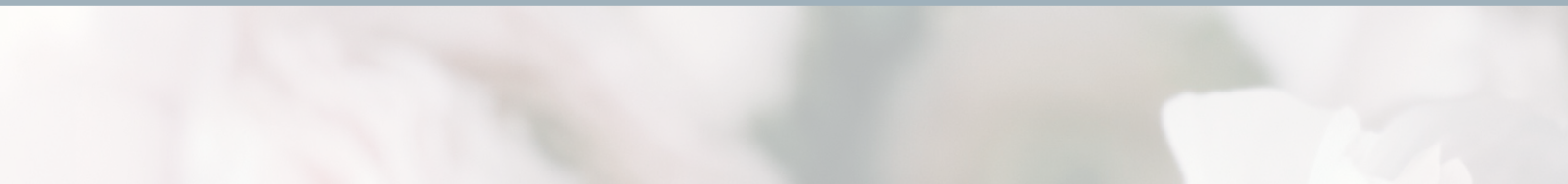
Musician fees will be determined by the musicians who are available to perform on your wedding day.

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.





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 Hospitality Coordinator 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. Broadway UMC will follow all public health orders, including emergency orders, that may be issued by the City of Indianapolis or the Marion County Public Health Department at the time of your ceremony. We reserve the right to enact additional precautions to protect the health and safety of our staff and visitors.

In-house Catering Options

If you decide to host your Wedding Reception at Broadway, we are proud to recommend two wonderful in-house catering options for your special event. All food and service fees will be negotiated directly with the caterers; in addition, the Catering Kitchen Usage fee of \$200 will be waived when you choose one of our in-house caterers.

Chef Paul's Kitchen Catering (Chef Paul Dickens) | www.chefpaulskitchen.com

Plate It Up! Catering (Chef Felicia Grady) | www.plateitupcatering.net or 317.658.5927





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: Pastor and Couple 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 everyone 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 pastor but before our invoice is paid?

If an invoice has been issued, we will contact 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?

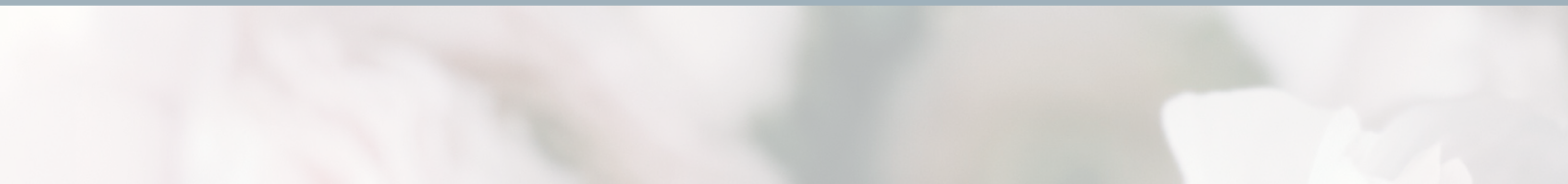
Up to a week before the wedding, all but \$175.00 will be refunded if a couple must cancel their event. If the event is canceled less than a week before the wedding, half of the contracted amount will be refunded.

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 Hospitality Coordinator know you need it.





How many guests will wedding spaces seat?

The main Sanctuary seats 750. 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.

