



*MULBERRY CENTER CHURCH*  
*POLICY HANDBOOK*

220 Ohio Street  
Webster City, Iowa 50595  
#515-832-1885

## A Personal Letter Especially for You,

These are happy, exciting and busy days as you prepare for your wedding, and I rejoice with you.

Please read and study the Policies and Guidelines that have been given to you. They will help you understand how a wedding can be conducted free from mistakes and misunderstanding. It will be your responsibility to inform all the other participants in your wedding of these policies, and see that they are honored.

A well-trained Facility Coordinator will be assigned to your wedding. The Facility Coordinator will be contacting you in the near future or you may wish to call if you have questions. Please remember the Facility Coordinator will be unlocking the doors for both the rehearsal and the wedding and can be identified by a name badge.

Thank you for allowing the church to be a small part of this significant event in your life.

May God Bless and Keep,

Carolynn Miller,

Mulberry Center Church Facility Coordinator

**Mulberry Center Church**  
**Wilson Brewer Park Museums and Visitor Center**  
**Building Use Policies**  
**Adopted April 30, 2013**

We are delighted that you have chosen Mulberry Center Church to celebrate your wedding. We know that you will enjoy speaking your vows in this old-fashioned church with unique Mulberry colored double doors, stained glass windows and candle lit interior. The church was built and dedicated in 1890. Once located in the country, it was moved in 1995 and now rests at the Wilson Brewer Park Museums and Visitor Center. It is not only a house of worship, but also, a museum.

The activities at the church building should be considered holy and spiritual in nature and set within the context of the faith. The wedding ceremony is a time for commitment and love; therefore, it should also be considered a time of worship and reverence, as well as a time of excitement.

The following policies and procedures are designed to promote the sanctity of the ceremony while providing logistical understandings in making your wedding a special and meaningful time.

**GUIDELINES FOR CHURCH WEDDINGS**

**A. SCHEDULING**

**To Schedule a Wedding Contact: Carolynn Miller; Mulberry Center Church Coordinator, 1619 Locust Street, Apt. 205, Webster City, Iowa 50595-2698**

**Land Phone: (515) 832-1885 with Answering Machine**

**Cell Phone: (515) 297-4885      [millercarolynn@q.com](mailto:millercarolynn@q.com)**

**Mulberry Center Church Facebook Page....CLICK ON "INBOX"**

Please Note: The "**Wedding Guideline Agreement Form**" must be read and signed and the "**Wedding Reservation Form**" must be completed and **returned to Carolynn Miller**, along with two checks made payable to the Mulberry Center Church for your sanctuary fee and deposits in order **TO CONFIRM RESERVATION OF YOUR WEDDING AND REHEARSAL DATES.**

Weddings and rehearsals **MAY NOT BE SCHEDULED** on the following days: Easter Day, Memorial Day, Independence Day, Heritage Day, Labor Day, Thanksgiving Day, Christmas Eve and Day, New Year's Eve and Day.

**B. MINIMAL FEES**

Use of Church Sanctuary & Building **FOR 4 HOURS**

- a. Residents ----- \$175.00
- b. Non-Residents----- \$200.00

Payment is due upon reservation. This is nonrefundable.

Damage Deposit (Refundable, if there isn't any damage)----- \$125.00

**ADDITIONAL FEE PER HOUR, IF EXTRA TIME IS NEEDED----- \$ 50.00**

**All checks should be made payable to the Mulberry Center Church.**

**EXCEPTIONS to the Wedding Guideline Agreement Form require the approval of the City Manager.**

If, the Wedding Party (reserving the church) or their guests damage the Church Property or the Wilson Brewer Park Museums Property/Grounds; an additional assessment shall be made at the discretion of the Webster City Recreation & Public Grounds Director/City Manager and all legal methods shall be used to collect this assessment.

### **C. FACILITY COORDINATOR**

The Facility Coordinator does not direct the wedding and will not take the place of your regular wedding planner. The Facility Coordinator is present to open and close the church for rehearsal and the wedding, and to assist your Officiate and you with questions pertaining to the church facilities. The Facility Coordinator also insures that all the Wedding Guidelines are followed. If you have any questions prior to your Rehearsal or Wedding Ceremony, please contact the Facility Coordinator via email.

### **D. OFFICIATE**

It is the responsibility of the couple to provide their own officiate to conduct the service. Please make certain the officiate can legally perform marriages according to the laws of the State of Iowa.

Couples having their marriages performed at the church are required to obtain a valid Iowa Marriage License from any county in the State of Iowa.

### **E. GENERAL INFORMATION**

1. The Mulberry Center Church is located on city property; therefore all city ordinances regarding park usage applies.
2. You may choose to use a printed order of service (program) for your wedding. You will need to take care of the printing arrangements. The Church is not able to provide this service. Please ask your Officiate to work with you when designing the bulletin.

3. **TOTAL SEATING IN SANCTUARY\*-----Capacity 96**

**There are 16 pews x 6 individuals to a pew (all isles and exists need to remain open)**

\*This does not include the Officiate or wedding party.

4. The church does not provide music or any type of musical instrument. The couple may provide their own music with the approval of the officiate.
5. The Church does not have any dressing rooms or bathroom facilities.
6. The Wedding Ceremony itself can last anywhere from a half-hour to an hour, depending on the amount of music the couple chooses, and whether or not Holy Communion is included. **We reserve a four hour time block for each wedding:** One hour for the rehearsal and three hours the day of the wedding.

7. If you plan to include Holy Communion as part of your wedding service, the church does not provide a communion plate or the cups.
8. The Wedding Party is responsible for seeing that all flowers and decorations are removed from the building.
9. Rental equipment may not be stored at the church before or after the wedding.
10. For environmental and safety concerns, the throwing of confetti, glitter, rice, cereal, birdseed, mini candy hearts, silk flower petals (other than in the sanctuary by the flower girl) shall not be thrown in or around the church. A popular environmental friendly alternative are bubbles, which is allowed outside the church. Please advise your wedding guests.
11. Food and beverages are not allowed in the church building.
12. Alcohol and smoking is not allowed in the church.

#### **F. THE REHEARSAL**

The rehearsal is to be scheduled at the time you make the reservation for the use of the building. A rehearsal is usually scheduled for no more than one hour. Arrange with your officiate or wedding planner to insure that all members of the wedding party are present.

#### **G. HOW MAY THE CHURCH BE DECORATED?**

You are asking to be married in a historic church that has many valuable artifacts in which the interior requires very little additional ornamentation. Lighted candles (including the Unity candle) are not allowed in the church. **Please do not assume to use, move, or handle any items not designated for your use.**

The altar podium, two deacon chairs, and altar table may be moved to the choir loft, if not needed for the ceremony with the help of the Wedding Party. After the ceremony, it is the responsibility of the wedding party to replace the above items back in their proper places.

Pew bows or floral arrangements may not be attached in any way to damage the finish of the church furniture or walls. Ribbon wrapped wire or plastic floral clips (made not to mar wood surfaces) may act as a substitute for nails, florist's clay, pins, glue, tacks, and staples.

Flower girls may only drop artificial petals.

Most often, the decorating of the Church is completed during the Rehearsal. Real flowers may be brought to the Church prior to your Wedding Ceremony. If, this is not feasible, the times for delivery of real flowers and other decorations must be approved.

#### **H. ADDITIONAL INFORMATION**

**Animals:** Animals are not permitted in the Church.

**LOST ITEMS:** The Mulberry Center Church is not responsible for any lost or stolen property.

All items brought into the Church for the Wedding should be removed from the building before the Wedding Party leaves the premises. Any items left in the Church become the property of the Webster City Recreation and Public Grounds Department.

We look forward to your wedding ceremony in our church and want you to know that those in positions of responsible leadership will do everything to make your ceremony a joyous, sacred and memorable occasion.

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**A majority, of the guidelines found in the Wedding Agreement Policy (including Fees), that were established and approved by the Wilson Brewer Park Historical Committee; are to be adhered too when holding Baptisms, Memorial / Funeral Services, Wedding Anniversaries, Reunions, and Meetings; at the Mulberry Center Church.**

The Mulberry Center Church welcomes tours free of charge.

# WEDDING GUIDELINE AGREEMENT

## *Mulberry Center Church*

The staff of Mulberry Center Church desires to establish a good working relationship with our wedding parties. With that in mind, we would like our bride and groom, and their families and participants to **understand and agree to the rules established by our Wilson Brewer Park Museums Committee.**

We require that the bride and the groom read carefully the Wedding Policy Handbook. Though this is a festive and joyous occasion for everyone, certain parameters are necessary. After reading our Wedding Policy Handbook, sign below as an indication that you agree with our guidelines and will honor them. Return the signed agreement with the Wedding Reservation Sheet and all deposits to Carolynn Miller, Mulberry Center Church Coordinator.

Your wedding will not be reserved on the calendar until these items are received by Carolynn Miller, Mulberry Center Church Coordinator.

We look forward to working with you and your families in the months ahead. If you have any questions, please contact Carolynn Miller: (515) 832-1885 [millerCarolynn@q.com](mailto:millerCarolynn@q.com)

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE WEDDING GUIDELINE AGREEMENT FOR THE MULBERRY CENTER CHURCH.**

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_



# WEDDING RESERVATION

## *Mulberry Center Church*

Today's Date \_\_\_\_\_ Deposit Received \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Bride's Name \_\_\_\_\_

(Please Print)

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_

Groom's Name \_\_\_\_\_

(Please Print)

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_

Officiate Presiding at Wedding & Rehearsal service:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

