



# Mount Zion

Methodist Heritage Chapel

Minister: Rev Kathie Heathcoat: kathie.heathcoat@calderdalemethodistcircuit.org.uk Tel: 01422 320856

Steward: Matthew Townsend: steward@mountzionhalifax.org.uk Tel: 07432 483551

## **Information for Planning Your Wedding**

**Fees** Below is an explanation of practical matters such as photographs and music and the use of the premises. Overleaf is a timescale of when things need to be done as you prepare for your wedding.

Hire of the chapel, cottage and grounds	<b>£350</b>	This is for up to five hours on your wedding day and for the walk through the week before. This fee includes a £50 non-returnable deposit to secure your booking.
Minister	<b>£135</b>	This includes time taken in meeting with you and helping you prepare for your day, preparation for the day and ensuring the legal documentation is correct.
Steward per half day	<b>£50</b>	The steward is responsible for opening the chapel and ensuring that it is ready for your special day. They will be on hand during the day to assist you and your guests and will remain until the last guest has left.  <i>Please note there will be an extra charge of £10 per hour (evenings/weekends) or £50 per half day (daytime) for opening up that is additional to the walk-through and the wedding day or for extended use of the premises on the day of the wedding.</i>
Organist	<b>£65</b>	This is the standard fee for organists at weddings as set by the Royal School of Church Music
<b>TOTAL</b>	<b>£600</b>	<i>The balance should be paid before the day of the wedding.</i>

### **Use of the Premises**

We never book two weddings on the same day, so the chapel, cottage and grounds are yours to use for as long as you wish. There are baby changing facilities in the cottage; we also have a few essentials in case of emergencies – sewing kit, First Aid kit etc. Should you wish to have refreshments in the cottage we are happy to accommodate external caterers, but we cannot offer any catering ourselves.

Confetti **MUST** be Bio-degradable please as this is an important historical site. Please make sure your guests understand this.

### **Photographs and Videos**

Photographs and videos are allowed; however, videos must be on a fixed tripod. Only the official photographer may take photographs during the ceremony. They *must* be unobtrusive – no flash.

### **Music**

In addition to the organ, the chapel has a sound system and we are happy to play music of your choice provided you supply it. Please discuss your choice of music with the minister.

*We look forward to sharing your special day with you.*



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## **Timescale**

### *18 months before*

- Arrange to meet the Minister

If you are divorced you MUST have your decree absolute *before* being able to proceed.

- Arrange date and time pay deposit £50 non-returnable deposit to secure your booking.

### *2-3 months before*

Make an appointment to go to Calderdale Register Office and give notice of your intention to get married. There must be at least 29 days between giving notice and your wedding day. More details can be found on [www.calderdale.gov.uk](http://www.calderdale.gov.uk) under "Marriages".

Contact the Minister to arrange to meet and discuss the order of service and to arrange a date for a walk through, and any access needed to the chapel for preparations before your wedding day (ie flowers, decorations etc).

### *1 week to go*

There will be a walk through so that you are familiar with who needs to be where and when. The bride and groom, best man, person giving bride away, and at least one bridesmaid MUST be there. Anyone else is welcome to come if they wish.

At the walkthrough, please confirm expected guest numbers and pay the rest of the fees.

### *On the day*

Groom to arrive 20 minutes before. Bride to arrive NO LATER than 10 minutes after the start time of the ceremony.

The bride, groom and two witnesses *over 18 years of age* will sign two documents.

*Please do feel free to contact the Minister at any point if you have any questions.*