



The Newburg Church at Greenmead Historical Park Rental Policies



The following policies are designed to maintain both the historic ambiance and the safety of everyone in our church. Please read and respectfully adhere to these rules.

Rental Requests & Cancelations

All rental requests must be submitted a minimum of three weeks prior to an event. Payment in full for the rental is required to secure an event date. Cancelations must be made by a written request at least two weeks in advance of the event.

Building Capacity

130-person maximum (including bridal party) are permitted in the Church; only main floor is to be used.

Parking

- Parking on the west and south sides of the building is not permitted due to emergency access.
- If you have a limo, **only** the limo is permitted to park in front of the Church.
- If you are not having a limo, you may park two cars on the roadway in front of the Church.
- Handicap drop-off and pick-up is on the west side of the building, with parking for those cars in front of the AJ Geer Store.

Bridal Party & Guests

- All bridal party members must come dressed and ready to go, especially the Bride! We do not have a dressing room on site.
- The only beverage permitted in the church is water.
- No open alcohol permitted on park grounds or inside the church.
- No one is to stand on the pews, sit on pew arm rests or sit/stand on the altar railing at any time.
- **Neither smoking nor vaping is permitted** anywhere in or outside the church, except at the fence line.

Equipment

- Amplifiers, sound boards, or large portable speakers are not permitted.
- Photographic/Video equipment, etc., cannot be placed on pews or chairs.
- Electrical extension cords are prohibited.

Decorations

- Aisle runners are not permitted; they are a trip hazard.
- Pulpit and chairs are not to be removed from the altar area.
- For security purposes, decorations or musical instruments, etc., may **NOT** be left at the church after the rehearsal for use at the wedding the next day.
- All flowers must be assembled off-site and **delivered during your contracted wedding day and time.**

- Tape, nails, push pins, staples, zip ties or wire may **not** be used to affix anything to the interior of the Church railing, walls or pews. You may use ribbon, rubber bands or netting.
- The use of open flames, sparklers, paper lanterns or candles, etc., are prohibited.
- Only lighters may be used to light outer tapers. Snuffers must be used to extinguish candle flames.
- Only three flames are permitted at the unity candle table. The two outer tapers are provided by Greenmead.
- **Bride and groom are responsible for providing their own center unity candle.** All candles must be pre-approved by staff & stay on the glass-topped altar table.
- Bubbles can only be handed out as guests leave the building.
- Rice, confetti, grass seed or birdseed may **not** be thrown.
- Petals thrown by the flower girl must be faux and be picked up completely before exiting the building.
- No tents may be staked on park grounds.

The bridal party is responsible for clean-up and removal of all decorations, equipment, etc., after your ceremony. Personal items and equipment may not be left unattended in church after the ceremony. Contracted starting and ending times not honored will result in an additional fee charged to your account.

I have read and agree to follow all of the above policies.

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