



FIRST UNITED METHODIST CHURCH

2416 W. Cloverdale Park • Montgomery, Alabama 36106 • 334.834.8990 • www.fumcmontgomery.org

Wedding Policies: Guidelines for Catering

- Delivery of china and linens may be made on Friday for your Saturday event
- A member of the wedding party must be available to receive the delivery. FUMC will not be responsible for incomplete deliveries.
- **Deliveries must be made before the church closes at 2:00 p.m. on Friday.**
- Your event representative is not required to be present when your items are collected. Prompt collection should be organized for the Monday morning following your event.
- Rental equipment should be wrapped and stacked by the stage unless your wedding coordinator designates another area.
- Caterers will have access to the kitchen for final food preparation, up to four hours before the event. A kitchen manager will be present to oversee the usage of the kitchen, answer any questions and give guidance on the use of the equipment.
- All caterers should bring their own supplies; nothing will be provided by FUMC in the way of pots, pans, and utensils. The caterers may use the warming cupboard and microwave along with the ice machine and dish machine. The Church refrigerator (not the walk-in) will also be available.
- There will be an hour and a half after the end of your event for final clean up, please provide enough staff/ pairs of hands for this to be managed within the allotted time. The doors are on an automatic locking system and will lock at the appointed time.
- Cleaning materials will be provided by the church in order that you leave the kitchen the way you found it.
- The church custodians will restack all your tables and chairs - you are responsible for taking with you all that you brought.
- Trash should be taken to the dumpster located to the south side of the church.

Kitchen Manager:

Please note our kitchen manager is solely there to take care of the kitchen. The kitchen staff is not available for unpacking, cooking, clean up, serving etc.