



First Lutheran Church

4022 Pleasant View Rd, Middleton, WI

www.HistoricFirstLutheranMiddleton.org,

Info@HistoricFirstLutheranMiddleton.org

Wedding Information/Guidelines

Congratulations on your upcoming wedding!

For additional information or to gain access to the church please call **Ann Walser at 831-7226**. If you have trouble reaching Ann, you can call Alice Drake at 827-8728.

- 1) **Parking.** People park on both sides of Pleasant View Rd and also on the north side of Old Sauk Rd, in the first block west of the intersection. There is no parking on Old Sauk Road along the cemetery. Parking places will be pointed out when you visit the church. Some people also choose to use a party bus and have guests brought to the church from the hotel where they are staying. The church also has some markers to "reserve" space in front of the church for your limo and/or handicapped parking.
- 2) The church capacity is 250 people. There is an entrance for handicapped. There is no bathroom at the church. Some couples rent a porta potty; others say the ceremony won't be long enough to need one. The public library, Walgreens and a Kelly's gas station aren't far from the church. The church has no heat so we rent it during the warmer months of the year. There is no air conditioning but we provide you with floor fans.
- 3) You may decorate the church as you wish. Some weddings are very elaborate; others more simple. We provide you with candelabra (you've probably seen it on website) but you are not obligated to use it. Remember, this is a historic site. Please don't drive nails in the walls and be cautious using tape. Remove your things and all trash after your ceremony or the next day. Leave the church as you found it.
- 4) Ann gives the key to the church to the couple the week before the wedding. Usually, the couple collects the key from Ann on a Wednesday but it is very flexible. One of our trustees will clean the church before the wedding - dust, vacuum, etc, and generally get it ready to decorate. After the wedding the couple is expected to remove decorations, turn off the lights, pick up and lock up. The trustee assigned to clean before the wedding will return, put away the candelabras, make sure the door is locked and all lights are out. The couple returns the key to Ann early in the week following the wedding. If all decorations haven't been removed they will be put in an area for pick up.



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5) There will be more than a day to get ready since you will be given the key sometime in the week before the wedding. We do not book more than one wedding on a given day. Should there be a Sunday wedding and there is a wedding the Saturday before, we will have to make arrangements for both couples but this has never happened. The church can be used the night before for rehearsal. Once the key is given to the couple the space is yours to use.

6) Couples provide their own minister. The church is a historical site and does not have an active congregation so we don't have a regular pastor. We do have a list of pastors who will perform marriage ceremonies at the church. Ask Ann for a list.

7) The rental for the church is \$300. In addition, there is a \$300 security deposit. This is how the security deposit works: The couple gives Ann two checks. One check for \$300 to rent the church and a second check for \$300 for the security deposit. We WILL NOT CASH the check for the security deposit but hold it until after the wedding. When the key is returned and we confirm there has been no damage to the church, Ann will return the \$300 security deposit check to the couple. If you cancel your date \$150 of the \$300 charge will be returned to you.

8) Music. There is a piano and it is tuned each spring. There is also a rare organ in the church but it does not work. Some brides have had string quartets. There have been guitars. Several couples have set up their own sound systems in the choir loft and some have brought in keyboards. This is absolutely up to the couple.

9) Do not remove the statue of Jesus from the altar. The use of alcohol in the church or on the grounds is prohibited - with the exception of communion wine, should you include it.

First Lutheran Church Board of Trustees

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