

First United Methodist Church
Anniston, Alabama
Parlor - Kitchen - Reception Hall Information

A Parlor/Reception Hall representative of FUMC will be assigned to your event. You will be notified of that person's name and she will be your contact person prior to and during the event. She will have the key to the Parlor. She will be available to be of assistance and to insure that your event goes as planned.

The Parlor, adjoining kitchen and the Reception Hall may be used for small receptions; teas, coffees, small wedding receptions and other approved church-related functions.

The Parlor and the Reception Hall more comfortably accommodate adults.

Access times to the Parlor, Reception Hall and Kitchen will be coordinated with your FUMC representative.

In the event that a wedding is held in the sanctuary and the reception is NOT hosted at the church, access to the Reception Hall for floral arranging must also be cleared and coordinated through the FUMC representative.

Please note: **(1) Do not move any furniture in the Parlor. (2) Alcoholic beverages are not permitted. (3) There are small crystal plates and cups for your use. They are in the cabinet in the kitchen and are clean and ready for use. They should be returned to the cabinet - CLEAN - after a function.**

The FUMC custodial/housekeeping staff will make sure that the areas are clean and ready for your event.

General clean-up following an event is the responsibility of the host and the caterer. The FUMC staff is responsible for sweeping, mopping, vacuuming and waxing, as needed. All trash should be placed in provided/designated containers. The staff will dispose of the trash.

Basic items are provided in the kitchen. These include dishwashing liquid and dishcloths. **Any and all china/crystal/silver, etc., used is to be washed before leaving.**

If you have any questions regarding the church's policy as it pertains to the Parlor and Reception Hall, please ask! The deposit that you placed with the church for the wedding is also a deposit (for damage) for the Parlor and Reception Hall.