



Wedding Event Request

FOR OFFICE USE ONLY

Approved: _____

Placed on church calendar: _____

Publicity Received: _____

“It is the belief of this church that a wedding is a sacred worship experience. Therefore, the ceremony and all wedding-related activities should reflect this.”

1. Calendaring:

- A. Couples wishing to use the church facilities for a wedding should receive from the office a copy of the *Event Resources & Policies* (Doc AA), *Wedding Policies* (Form B) and a request for a Wedding Date Application (all attached in packet). When the completed application is returned to the office and ministry staff have approved the event, a deposit is required before the date is placed on the church calendar. We do not provide services unless proper deposit has been received (i.e. “pencil in” dates or a “back-up/Plan B” date). Nothing will be placed on the church calendar without an approved application and deposit.
- B. Saturday weddings with receptions must start no later than **4:00pm**. Saturday weddings without a reception must start no later than **6:00pm**. Late weddings may encounter higher cleanup costs to pay for extra personnel required to prepare the church for Sunday church services and use.
- C. The Church Wedding Coordinator of First Baptist Church (FBC), will call to schedule a meeting following the approval of the Wedding Date Application. Further meetings will be held as needed at the discretion of the Wedding Coordinator. The wedding party may call the Wedding Coordinator at any time if they would like to schedule meetings as well. At the time of the initial meeting, the wedding party will be given the names of the technicians for the sound and Audio/Visual (A/V) service for the church. The Wedding Coordinator will contact those people to arrange for technicians at the wedding.
- D. The church will be opened on the wedding day as requested on the approved applications. The family is to have one person remain at the building at all times while it remains unlocked. Deliveries by the caterer, florist, and any other service, should be coordinated during this time or during regular church office hours (8:00am-4:00pm, Mon.-Fri.) in order to prevent the custodian from making multiple trips to the church to unlock. The florist should coordinate cleanup time with the person in charge of the wedding schedule.

2. Ceremony:

- A. The wedding ceremony itself must be conducted in a Christian manner. All parties must dress appropriately for both the ceremony and the rehearsal. All wedding guests including the wedding party should maintain the decorum expected within the walls of a house of worship. The minister in charge shall not tolerate profanity nor unbecoming behavior.
- B. The pastors are generally available to perform ceremonies held in the church, though it must be understood that they are not obligated to do so. There is no formal charge for church members; however, an honorarium is customary. For your guidance, a normal honorarium is usually \$100.00 or greater. If the wedding party wishes to use the services of a non-staff member, it is customary for the Senior Pastor (Dr. Adam Hughes) to approve the selection.
- C. The persons to be wed must complete premarital counseling before the ceremony. All premarital counseling must be headed or approved by the FBC Lead Pastor in advance (45 days prior).

- D. The Worship Pastor of FBC may be available upon request to supply an FBC organist, pianist, or other FBC member musician for the wedding rehearsal and ceremony. It is the responsibility of any guest musician to contact the FBC Worship Pastor and make arrangements to pick up materials needed for music regarding the rehearsal and ceremony.
- E. Our staff members are responsible for the content of worship services in any of our buildings on FBC campus. We consider a Christian wedding to be a worship service, and it is our desire that all music used at FBC contributes toward a meaningful worship experience. Therefore, we ask that only music (including both vocal and instrumental) that is compatible with the Christian values and themes be used during the ceremony.
- F. A person designated by the church must operate the sound and A/V equipment in the Sanctuary and Fellowship Hall. A separate fee of \$75 must be paid to the A/V operators/technicians two weeks prior to the wedding date. The fee covers a two-hour rehearsal and a one-hour ceremony time frame.
- G. Decorations may not be set up until all fees due are paid.
- H. Children (especially those 10 and under) in and with the wedding party are to be under supervision of an adult at all times while on church grounds. An adult must accompany children and remain present in the Worship Center and Fellowship Hall. Persons, including children, are not to wander halls and rooms that do not pertain to the wedding and its events. Please refrain from unnecessary entry of the kitchen space to comply with health and safety.

3. General Policies:

- A. First Baptist Church is not responsible for any lost, damaged, or stolen articles.
- B. Only dripless candles are to be used. Custodial personnel will place carpet remnants beneath every candle, to prevent wax from dripping on the regular carpet installment. All candles must be approved by the wedding coordinator.
- C. Absolutely no alcoholic beverages, tobacco products, and e-cigarette/vaping products are to be used on church property. It is the responsibility of the bride and groom to enforce this regulation. No food or drink (other than bottled water) are allowed in the Worship Center Sanctuary.
- D. No rice, birdseed, confetti, or poppers are to be used on the church property—inside or outside the buildings. Bubbles are permitted but must be limited to outdoor use only.
- E. The bride, groom, and wedding media personnel (videographer and/or photographer) are required to consult with the Wedding Coordinator and/or Pastoral Staff about preserving the worship atmosphere of the wedding. Flash pictures to be taken during the wedding ceremony must have pre-approval of the Pastoral Staff member and Wedding Coordinator. Media personnel must provide their own equipment including ladders.
- F. No balloons or inflatables are allowed to be used in the Worship Center Sanctuary.
- G. If a wedding invitation is to be printed in the church newsletter, it must be submitted at least two weeks prior to the desired publication date(s). Wedding invitations will not be printed in the weekly worship bulletin.
- H. The staff of FBC will be responsible for the interpretation of these policies.
- I. If childcare is needed, arrangements are to be made through the Children's Ministry Coordinator and their contact can be made available to you.

J. The Wedding Party is responsible for the costs of all damages to the church property and/or facilities during all wedding activities.

4. Fees:

A. Facility Rental Fees

Total Fee.....**\$350.00**

This is a separate usage fee from the deposit fee. This amount is not returned or refunded. All non-members are expected to take care of this charge before space will be available to use.

Breakdown:

Main Building Sanctuary (Worship Center) for Wedding (+Rehearsal).....\$300.00

Fellowship Hall for Wedding Reception and/or Rehearsal Dinner.....\$ 50.00

B. Deposit Fees

Total deposit fee.....**\$450.00**

Both members and non-members are responsible for this amount and are expected to take care of this charge before the event can be booked.

Amount of deposit paid when the wedding date is approved.....\$100.00

Remaining portion of deposit due 2 weeks before wedding.....\$350.00

Grand Total: \$800.00 (\$450.00 for members)

C. Usage

The deposit fee money will be used to pay for the wedding coordinator, custodial set-up, reception labor costs, childcare used, and supplies such as candles, and tablecloth cleaning. Any unused portion of the deposit fee will be returned to the Wedding Party following the wedding date after all fees and charges are assessed.

D. Additional charges: (newer set of Candelabras additional charge)

Chandelier Candelabra (2 available, priced per candelabra).....\$20.00 each

7 set Light Candelabras (2 sets available, priced per candelabra)\$10.00 each

Pew Candelabras (10 available).....\$ 5.00 each

Candles.....\$ 5.00 each

Tablecloths (15 available).....\$ 1.00 each

Tablecloth Cleaning\$ 2.00 each

E. Special Service Fees

These fees are to be paid directly to the staff member providing the service and must be brought to the church office two weeks prior to the wedding rehearsal. No decor or set-up will be allowed until all fees are paid in full.

Church Musician (organist/pianist).....\$125.00

Sound Technician.....\$75.00

A/V Operator.....\$75.00

F. Childcare

Determined in advance with the Children's Ministry Coordinator, a minimum of two workers are required for up to six children. Additional workers are required for each three additional children. The cost of childcare needed will be taken from the deposit money.

G. Reception and/or Rehearsal Dinner

To be agreed upon with the Wedding Coordinator. The church provides no food service for weddings. All food service, including the wedding cake, must be arranged for by the Wedding Party with outside providers. The Wedding Coordinator will have a very limited number of workers available to assist with serving. The cost of these workers and church supplies used (i.e. satin tablecloths) will be taken from the deposit money.

Contacts for your records:

Title	Name	Contact (Email/Phone)

Notes:

WEDDING COORDINATION FORM

Please return this sheet to the church office with as much detail as possible. Carefully read the church wedding policies as well as the event policies provided. Requests are calendared weekly on a first requested-first approved basis. You will be contacted when the wedding date is confirmed. Thank you.

Contact:

Bride:	Groom:
Bride Phone:	Groom Phone:
Address (for deposit refund):	
Emergency contact(s):	Phone:

Dates and Times:

VENUE MEETING	Date:	Time:
REHEARSAL	Date:	Time:
WEDDING	Date:	Time:

When Building Needs to be Opened For:

Rehearsal	Date:	Time:
Decorating	Date:	Time:
Florist	Date:	Time:
Photographer	Date:	Time:
Pre Ceremony Pictures	Date:	Time:
Wedding	Date:	Time:

Other information:

	Yes	No
Will you be having a reception at First Baptist Church following the wedding?		
Are you in need of childcare?		
Do you need A/V (computer and services?)		
Caterer:		
Musician:		
Premarital Counseling Minister:		
Ceremony Minister:		

(For Office Use Only)

Date Form Received:	By:	
Date Approved by Staff:	By:	
Date Deposit Received:	Amount:	By:
Date Fee Payment Received:	Amount:	By:
Date Musician Payment Received:	Amount:	By:
Date Sound Payment Received:	Amount:	By:
Date A/V Payment Received:	Amount:	By:

Meeting Date	Contact Name:	Contact Phone:
Wedding Coordinator:		
Plant Supervisor:		
A/V Technician:		

FEE DISBURSEMENT:

Deposit Fees:

Rental Fee:	Sanctuary:	Amount:
	Fellowship Hall:	Amount:
Wedding Coordinator:		Amount:
Custodians:		Amount:
Reception Labor:		Amount:
Childcare:		Amount:
Supplies:	Chandelier Candelabra: __/ 2	Amount:
	7-set Candelabras: __/ 2	Amount:
	Pew Candelabras: __/10	Amount:
	Candles: __/ __	Amount:
	Tablecloths: __/15	Amount:
	Cleaning: __/15	
Total:		