

First Baptist Church of Calhoun, LA

Wedding Policy & Forms

Congratulations on your engagement! It is an honor for our church and staff to be involved with your wedding, one of the greatest events in your life. To help you prepare for the big day, we've put together this wedding policy, which explains FBC's requirements and guidelines.

Scheduling the Wedding Date

1. FBC's Wedding Resource Coordinator will assist you with scheduling the church facilities for dates and times needed. **Contact Dorothy Heacock at (318) 644-2688. A first meeting with Dorothy Heacock is required before any further steps are taken.**
2. Weddings and associated events will not be scheduled on Wednesdays, Sundays, during the week of Thanksgiving, Christmas, New Years, and other Holiday weekends.
3. Note that any deviations from a traditional wedding ceremony must first be discussed with the pastor.
4. The bride and groom are required to meet with the pastor for counseling session to finalize the ceremony details.

Fees

Description	Required / Optional	Member Amount Due	Non-Member Amount Due
Deposit	Required	\$75.00	\$200.00
Sanctuary	Required	\$0.00	\$600.00
1 Lighting / Video Tech	Required if Needed	\$100.00	\$100.00
1 Sound Tech	Required if Needed	\$100.00	\$100.00
1 Wedding Resource Coordinator	Required	\$200.00	\$200.00
Janitorial Service	Required	\$150.00	\$150.00
Gym for Rehearsal or Reception	Optional	\$0.00	\$475.00
Additional Rooms Each	Optional	\$0.00	\$50.00
Event Set Up	Required	\$40.00	\$40.00

Wedding Party Initials: _____

Fees Continued:

1. Sanctuary cost includes the use of a Bride's Room and a Groom's Room. Any additional rooms needed are available for \$50.00 each.
2. All fees must be paid and the wedding file complete one month prior to the wedding date. Absolutely no weddings will be performed until all fees are paid and all forms are submitted to complete the wedding file. Payments may be submitted to the church office and all checks must be made payable to First Baptist Church.
3. Pastor's Honorarium: Your pastor does not charge a fee for officiating at your wedding. However, it is customary to present an honorarium. This should be presented to the wedding resource person to give to the pastor either at the rehearsal, or when you present the marriage license. Do not forget to include any assisting pastors. These should be placed in separate envelopes with the pastor's names marked on the front.

General Rules

1. Exit signs are not to be covered or compromised in any way at any time. Use of any portion of church property must conform to city fire and safety ordinances.
2. If lighting and sound are required, only First Baptist Calhoun technicians will be used.
3. Any musicians/music other than FBC Calhoun musicians/music that are employed must be approved by FBC Calhoun.
4. The wedding resource person will advise you as to which furniture and/or fixtures can be rearranged or moved, the adjustment to heating and air conditioning, and access to the facility. **(IT IS THE RESPONSIBILITY OF THE WEDDING PARTY TO RESTORE ALL FURNITURE, FIXTURES, ETC. TO ITS ORIGINAL LOCATION.)**
5. Responsibility for breakage or other than normal wear and tear of facilities will be assumed by the wedding party.
6. Glitter and/or confetti may not be used as part of the decorations.
7. The use of tobacco and alcohol products is strictly prohibited from FBC property.
8. All food and drink are limited to the reception area. Absolutely no food or drink is allowed in the sanctuary or in any of the rooms used by the wedding party.
9. First Baptist Church Calhoun is not responsible for personal items such as wedding dresses, jewelry, wraps, purses, silver, glassware, etc. which may be brought to the church for use at any wedding or reception. Every reasonable care will be made to protect such property, but a responsible adult should be designated to be responsible for valuables during the service and reception.
10. The church will be available for decorating the day before the wedding and Saturday until the time of the wedding. The sanctuary must be vacated and all decorations removed by 8 pm so that janitorial service may be performed in a timely manner.

Wedding Party Initials: _____

First Baptist Church of Calhoun, LA
Wedding Application

Wedding Date: _____ Start Time: _____ End Time: _____

Rehearsal Date: _____ Start Time: _____ End Time: _____

Facilities Requested: Sanctuary Gym Dining Room/Kitchen
 Other Rooms/Areas: _____

Who will be officiating wedding? _____

Wedding Party Information:

Bride Name: _____

Address: _____

Phone Number: _____

Email: _____

Are you a FBC member? Yes No

Other church affiliation: _____

Groom Name: _____

Address: _____

Phone Number: _____

Email: _____

Are you a FBC member? Yes No

Other church affiliation: _____

Vendor Information:

Guest Pastor Name: _____ Phone Number: _____

Florist Name: _____ Phone Number: _____

Caterer Name: _____ Phone Number: _____

Photographer Name: _____ Phone Number: _____

Additional Notes from Wedding Party: _____

Release of Liability and Wedding Policy Agreement:

We understand that the activity does present the risk of injury or even death, to the participant, and we have advised the participant of those possibilities. We represent to you that we and the participant assume the risk of any such injury or death and hold you, your agents, employees and representatives harmless from any liability for injury or death to the participant while engaged in this activity which is caused or contributed to by the conduct of the participant, and agree to indemnify and defend you against any claim or liability asserted against you for any such injury or death to the participant. We also hold you, your agents, employees and representatives harmless from all liability to any other person or entity arising as a result of the conduct of the participant in this activity and agree to defend and indemnify liability arising as a result of such conduct.

By signing below, I acknowledge that I have read and understand the FBCC policies listed above and will comply with them.

Responsible Party Signature

Date

Office Approval:

Pastor: _____

Date: _____

Youth MIN: _____ Date: _____
Children's: _____ Date: _____
Preschool: _____ Date: _____
Office MGR: _____ Date: _____
Wedding Resource Coordinator: _____ Date: _____

First Baptist Church of Calhoun, LA
Wedding Application
Coordinator Form

Wedding Information

Bride Name: _____ Phone Number: _____
Groom Name: _____ Phone Number: _____
Wedding Date: _____ Start Time: _____ End Time: _____
Rehearsal Date: _____ Start Time: _____ End Time: _____

Sound / Video / Light Tech

Light Tech Name: _____ Date Confirmed Tech Available: _____
Video Tech Name: _____ Date Confirmed Tech Available: _____
Sound Tech Name: _____ Date Confirmed Tech Available: _____

Musician Name: _____ Instrument Needed: _____

Musician Name: _____ Instrument Needed: _____

Musician Name: _____ Instrument Needed: _____

Musician Name: _____ Instrument Needed: _____

Date Confirmed Musicians Available: _____

Songs Requested: (1) _____ (2) _____

(3) _____ (4) _____

(5) _____ (6) _____

Pastor must sign & date here to show "Songs Requested" are approved: _____

Check List

- Meet with Wedding Party to review policies and complete forms.
- Instruct Wedding Party to forward Florist/Caterer/Photographer Form to necessary individuals.
- Advise Wedding Party all fees and forms are due 30 days prior to wedding date.
- Collect Deposit.
- Turn in Wedding Policy & Forms, and Wedding Application into Office Manager.
- Contact techs (Sound, Video, and Lighting) to confirm availability for wedding day.
- Schedule meeting with office manager 30 days prior to wedding date to confirm all fees and forms are in order.
- Other Notes: _____

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First Baptist Church of Calhoun, LA
Wedding Application
Florist/Caterer/Photographer Form

Business Name: _____

Employee Representing Company: _____

Phone Number: _____ Email: _____

Business Type: Florist Caterer Photographer

General Rules

1. The business is responsible for cleanup of their affiliated areas and/or items. Clean up cannot be delayed to the next day.
 2. FBC shall not provide personnel or supplies to the business for services rendered to wedding party.
 3. The business is responsible for contacting FBC's Wedding Resource Coordinator to make arrangements to gain access to the church facilities.
 4. FBC strictly prohibits the use of tobacco or alcohol products on church property.
 5. Glitter or confetti cannot be used as part of decorations.
 6. Drinks and food items are limited to the reception area.
 7. Tacks or tape may not be used to secure any items. FBC request that clips or chenille stems be used.
 8. Any seasonal decorations and furniture used by FBC may not be moved without permission from the church office.
 9. Only dripless candles are allowed in the sanctuary.
 10. Only silk petals can be used by the flower girl or used as decoration on the floor.
 11. Remote videography and photography equipment placement will be at the discretion of the Wedding Coordinator.
 12. FBC is not responsible for any equipment/property of the business left at the church facility.
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By signing below you agree that you have read, understand, and agree to all terms provided in the General Rules section of this form.

Responsible Party Signature

Date

Wedding Resource Coordinator Initials: _____