



# **Wedding Guidelines**

**(Revised Edition 2019)**

# **WEDDING GUIDELINES**

## **LONOKE BAPTIST CHURCH**

1841 Lonoke Avenue Texarkana, AR. 71854

Phone (870) 772-1991

Fax (870) 772-9877

**Rev. Arthur Hill, Sr., Pastor**

### **Wedding Committee**

Fran Brewster (903) 838-7039 (Chairperson)

Doug Arnold (870) 772-9993

Sonya Smith (870) 216-2432

Deborah Armstrong (870) 779-3712

Gwen Piggee (870) 772-0221

Shanalyn Hunter (903) 277-4866

Betty Jackson (870) 772-9979

Debra Maxwell (870) 774-1981

Marteena Cooks

Helen Ward

Lonoke Baptist Church will be happy to host your wedding as a most sacred moment in life. As two people join their lives to establish a home, the church rejoices with them and we are eager to help make the occasion of the wedding beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in those who are taking part. One must remember that the service of the wedding is a service of worship and celebration.

Our desire, as a church, is to assist you with your wedding in every way. This booklet should provide the answer to many questions related to a wedding at our church. It is designed to become a guide and checklist as plans are made for your special day.

Before making any firm plans or public announcements regarding your wedding date, please carefully read this manual of the Church Wedding Policy adopted by the Lonoke Baptist Church.

### **TO SECURE THE USE OF THE CHURCH FACILITIES:**

1. The first step is to contact the wedding committee to discuss your wedding plans and to make preliminary date requests.
2. The second step is to meet with the pastor of Lonoke Baptist Church.
  - a. The pastor will give the final approval for any wedding to be held at the church.
  - b. Any leadership roles taken by other clergy will be at the invitation of the pastor of this church.
3. The third step is to complete the Wedding Reservation Contract and to return it with the appropriate deposit to the church office.
  - a. Deposit must be made at least 60 days prior to the wedding date.
  - b. The receipt of the contract and deposit will confirm your date.
  - c. This deposit will be applied to the total wedding fee, which must be paid in full 45 days prior to the wedding.

#### GENERAL INFORMATION:

1. No tacks, nail, pins, screws, tape or other like objects shall be driven into walls, floors furnishings, or other portions of the building. Pew clips with padding is permissible.
2. It is permissible to decorate the church the day before the wedding, if the church calendar is consulted through the wedding committee, and it is clear.
3. Only the furniture on the floor can be moved. Upon request, for an addition fees of \$100.00 the furniture in the pulpit, including the pulpit stand can be moved only by members of the church (for non-members only).
4. Rehearsals will last no longer than two hours.
5. Rehearsal dinner (if held at the church) will last no longer than 3 hours.
6. The church shall be opened no longer than 4 hours prior to the wedding.
7. Receptions at the church will last no longer than 3 hours.
8. No alcoholic beverages can be served in or around our building.
9. All of our building is smoke-free.

10. The opening and closing of the building will be the responsibility of the members of the wedding committee who has been appointed for said wedding.
11. The church is not responsible for any materials left at the church or lost at the church.
12. All decorations and ornaments brought in for the wedding must be removed directly after the wedding.
13. Only birdseed or bubbles may be used to wish the couple good-luck upon leaving the church.
14. Weddings will not be conducted on legal holidays, or long holiday weekends.
15. If any area of the church is left unclean, any and all deposit will be forfeited.

### **FLORAL DECORATIONS**

The florist shall see that rug protectors are placed under plants and candles.

### **TIME OF CEREMONY**

Weddings may not be scheduled for anytime that conflict with the regular services and programs of the church. A wedding that includes a reception at the church may be scheduled to begin no later than 7:00 p.m. A wedding without the reception at the church may not be scheduled to begin later than 8:00 p.m. All facilities must be vacated no later than 10:00 p.m. in order that custodial care may be completed. In the unfortunate event of the funeral of a church member, compromises will be made between the family of the bereaved and the wedding party. Decorations for the wedding cannot be put in place until immediately following the funeral. Wedding party must be out of the church by 10:00 p.m. or no refund. Refund is forfeit after 10:00 pm.

### **MUSIC**

You may use the organist or pianist of your choice. Our church organist and / or pianist can be utilized with prior arrangements. Both these individuals can also help with music selections, as they are well-qualified musicians. Your music will be screened by the wedding committee for appropriateness, prior to the wedding.

### **PHOTOGRAPHY**

Photographers are not allowed to stand on church pews for picture taking. In order to allow ample time for the wedding ceremony, unforeseen mishaps, and clean-up, we strongly recommend the photographer take as many photos as possible prior to the wedding.

## CATERING

It is the responsibility of the catering staff to make sure that the Fellowship Hall is returned to a clean, presentable state after the wedding. All trash must be removed from the building to the appropriate receptacles outside.

## FACILITY USAGE FEES FOR MEMBERS

If either the bride or groom is a member of Lonoke Baptist Church or either the bride or groom is a child of a member, the following guidelines and fees apply:

**All deposits are required when application is made for facility usage.**

Sanctuary Usage Fee (refundable if cleaned after usage) \$200.00 deposit

Custodial Services for Fellowship (refunded if cleaned after usage) \$125.00 deposit

Sound Technician for wedding (required / non-refundable) \$50.00

Total cost of services for the wedding of a member is \$50.00 for the sound technician.

Rooms will be available for dressing on the day of wedding. The Fellowship Hall may be used by a member for the Rehearsal Dinner the night prior to the wedding with a deposit of \$100.00. If any property is damaged and must be replaced, the bride and the groom will be assessed the charges.

## FACILITY USEAGE FEES FOR NON-MEMBERS

If neither the bride nor the groom is a member of the Lonoke Baptist Church, or a child of a member, the following guidelines and fees apply:

A deposit of **\$200.00** is required when application is made for the facility usage which will be applied to the total wedding fee.

### Sanctuary Usage Fee

**\$200.00** refundable when sanctuary is cleaned, and everything is put back in place directly after the wedding.

**\$450.00**

Fellowship Hall Usage Deposit (refundable if cleaned after usage) - \$200.00

Sound Technician for Wedding (required / non-refundable) - \$50.00

Total cost for non-members usage of full facilities with rehearsal on the day prior to the wedding.

**\$700.00**

Rooms available for dressing on the day of the wedding are classroom #4 for the ladies and classroom #5 for the men. Rooms should be cleaned after being used.

Caterers will be required to bring their own equipment and cooking utensils.

If any property is damaged and must be replaced, the bride and groom will be assessed the charges

**Lonoke Baptist Church**  
**1841 Lonoke Avenue**  
**Texarkana, AR 71854**

Bride's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Bride's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Groom's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Bride's Parents \_\_\_\_\_ Telephone \_\_\_\_\_

Bride's Parents Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Groom's Parents \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Groom's Parents Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time of Wedding \_\_\_\_\_

We request access to the church for rehearsal on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

We will be out of the church no later than 10:00 p.m.

**Please circle appropriately:**

We will/will not be using the Fellowship Hall for the wedding reception.

We will/will not be using the Fellowship Hall for the rehearsal dinner from 7:00 p.m. - 9:00 p.m.

Florist \_\_\_\_\_ Telephone \_\_\_\_\_

Caterer \_\_\_\_\_ Telephone \_\_\_\_\_

Photographer \_\_\_\_\_ Telephone \_\_\_\_\_

Officiating Clergy Person \_\_\_\_\_ Telephone \_\_\_\_\_

I/ We agree to and shall indemnify and hold Lonoke Baptist Church and any employee or church representative involved with said church harmless from and against any and all claims, losses, damages, suits, and liability of every kind for injury to or death of any person or for damage to any property arising out of in connection with the performance of this lease agreement.

Signature \_\_\_\_\_

Deposit must be paid with this reservation form.