



## WEDDING CONTRACT

Congratulations on your upcoming marriage. Please review the following and provide the requested information and usage fee to hold the date of your event on our calendar.

Bride's name: \_\_\_\_\_

Rehearsal date/Time: \_\_\_\_\_

Groom's name: \_\_\_\_\_

Wedding date/Time: \_\_\_\_\_

Phone: \_\_\_\_\_

Reception on premises: Y N

Address: \_\_\_\_\_

Usage fee received: Y N STAFF USE

Current church membership: \_\_\_\_\_

Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Officiating: \_\_\_\_\_

### Counseling

If the ceremony is performed by a staff member of BBC, the bride and groom will be required to attend at least 4 pre-marital counseling sessions prior to the wedding date. If you choose to use an individual not on staff, they must be approved through the pastor.

### Decorations

Please understand that we try to take care of the facilities God has blessed us with, and as such we do not allow the use of certain kinds of tape or other destructive materials to be used in our building. If you must secure something or mark a standing position, please use ONLY gaffers tape. Also, ask that you be particularly conscious of not dripping wax on the carpeting.

### Prohibitions

In an effort to honor our Lord with our choices and behavior, we do not allow alcoholic beverages, tobacco products, or recreational drugs on the church premises.

### Platform

Our platform houses sensitive musical instruments and technology. Some of these items such as the piano, drums, and cabling **cannot be moved**. You are welcome to place decorations in front of these items, but we ask that they not be disturbed. If you would like other items moved off the platform, you may request this through the office.

### Liability

The church is not responsible for lost or damaged personal property of the wedding parties or guests. Additionally, the church is not responsible for personal injuries that may occur while on the premises, as weddings are not a function of the church.

### Fees

A usage fee of \$200 for members, or \$300 for non-members, is required in order to secure use of the facilities on the dates requested. There will be no additional fees, provided there is no damage to the facility. Other fees do apply to use of the facility for a reception and may be addressed under separate contract. This fee **does** include access to a qualified sound technician and minor cleaning, though we ask that you make every attempt to leave the facility as it was when you arrived. Honorariums for the pastor or any wedding participants are **not** included in the fee. **The church must be vacated and all personal effects removed by 8pm.**

Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

## Expectations of the Responsible Party

### LOCKING THE BUILDING

You will pick up the keys to the facility between 8am and 3pm on \_\_\_\_\_.

You will set up for your event from \_\_\_\_\_ through \_\_\_\_\_ on \_\_\_\_\_.

You will leave the main doors unlocked for guests only from \_\_\_\_\_ through \_\_\_\_\_ on \_\_\_\_\_.

You will have the facility cleared out, cleaned up, and ready for our cleaning crew to come in by \_\_\_\_\_ on \_\_\_\_\_.

You will check all external doors to ensure they are locked before leaving the building.

You will return the keys to the office between 8am and 3pm on \_\_\_\_\_.

### CLEANING THE BUILDING

You will remove all decorations, pick up all trash, sweep or vacuum as necessary, and take any trash (with particular attention to diapers) out to the bin on Second Street or to the dumpster on Front Street.

You will check ALL rooms that were used, including the foyer, sanctuary, bride room, groom's room, conference room, nursery, restrooms, and the halls for person effects. Also, if a CD, DVD, or device was used, please collect this from the sound booth. We cannot take responsibility for items left behind.

### RESPECTING THE BUILDING

You will remember that this is a church and the activities that take place within it should never contradict the teachings of the Bible or the morals it sets forth.

If you will be playing music at your event, you will not allow any songs that promote immorality or abusive or offensive behavior. If there is any question as to whether the lyrics may be questionable or inappropriate, you will refrain from using that particular song.

You will take responsibility for all decorations, ensuring they are secured in a manner that will not damage or alter our building or grounds in any way. You will also ensure that no activities or materials (such as silly string) that may be harmful to the building or grounds will be used.

**You will NOT move any sound, instrumental, or technical equipment or cables.** If you would like something moved, please contact the church office by 1pm at least one work day prior to your event. We are unable to move some items due to their delicate nature. If it is discovered that any damage has occurred and you have not complied with this expectation, you will be required to pay for the damage.

Responsible Party:\_\_\_\_\_

Date:\_\_\_\_\_

Staff Witness:\_\_\_\_\_

Date:\_\_\_\_\_