

First Baptist Church of White Plains

Revised January 2018

Wedding Reservation

Date of Wedding: _____ Time: _____

Duration of Ceremony: _____

(Church is accessible for three hours prior to ceremony)

Groom: _____ Bride: _____

Contact Address: _____ Contact Address: _____

Work Phone: _____ Work Phone: _____

Cell: _____ Cell: _____

Home: _____ Home: _____

Email: _____ Email: _____

Name of Wedding Planner/Coordinator: _____

Contact Information: Cell: _____ Email: _____

Estimated Number Attending Ceremony: _____

Officiating Clergy: _____

Date of Rehearsal: _____ Time: _____

Special Music/Instruments: _____

Special Needs/Arrangements/Equipment:

Fees and Policies

Fees:

Sanctuary:	Wedding and Rehearsal	\$1000
Pastor:	Honorarium	\$300* <i>note below</i>
Musician:	Wedding	\$200* <i>note below</i>
	Rehearsal	\$125* <i>note below</i>
Setup/Cleanup:	Before and After Event	\$100* <i>note below</i>
Event Coordinator:		\$150* <i>note below</i>
The Wilson House:	Rehearsal Dinner	\$300* <i>note below</i>
The Wilson House:	Reception (less than 80 guests)	\$500* <i>note below</i>

**If applicable*

Payment:

Security Deposit: (Non-refundable if wedding does not take place at FBCWP) \$200

**Will be returned 30 days after event (subject to item #3 under Policies and Guidelines)*

Payment: All applicable fees are due 60 days before wedding date

**Important to Note: Please make separate checks for the following:*

1. Sanctuary - check made out to First Baptist Church of White Plains
2. Pastor - check made out to Tim Dalton (if applicable)
3. Setup/Cleanup - check made out to McCullough Maintenance
4. Event Coordinator – a separate check made out to FBCWP Event Coordinator

Policies and Guidelines:

1. Use of the organ or piano by musicians other than the Minister of Worship can be granted with prior written notice.
2. Other clergy may officiate/participate at weddings only if approved by the pastor of First Baptist Church.
3. Misrepresentation on the application and/or the use of unauthorized materials or equipment may result in a forfeiture of some or all of the deposit at the discretion of the pastor or staff.
4. Deliveries and decorations must be scheduled with church staff prior to the wedding rehearsal.

5. Furnishings and equipment of the church may not be moved without permission of church staff.
6. No arrangement of materials or equipment shall present a fire or safety hazard for those attending the event.
7. The use of tacks, scotch tape, etc. is not permitted.
8. The use of confetti, rice, birdseed or other products is not permitted in the church buildings. Birdseed may be used to shower the bridal couple outside of the buildings only.
9. Any special setup or cleanup may be subject to an increase of the setup/cleanup fee.
10. Violations of the policies or guidelines may result in forfeiture of part or all of the security deposit.
11. The consumption of alcohol is not permitted on church property unless given prior approval by the Church pastor.
12. The couple agrees to hold the Church harmless against any and all claims, suits, damages or causes of action for damages or alleged damage arising during the period described herein resulting from any injury to the couple, guests, and/or property or loss of life sustained in or about the Church or upon the Church grounds, including the parking area, sidewalk, walkways, driveways, and approaches to the Church by any guests whatsoever during the period of the wedding event.

The signature of bride and groom affirm that the fees, guidelines and policies have been read and agreed to by the couple in all respects, and the couple agrees to be bound thereby.

Date of Deposit: _____

Groom's Name: _____

Groom's Signature: _____ Date: _____

Bride's Name: _____

Bride's Signature: _____ Date: _____

Pastor's Name: _____

Pastor's Signature: _____ Date: _____