

# Wedding Reservation Form

Bride's Name \_\_\_\_\_ Phone (H) \_\_\_\_\_  
 Address \_\_\_\_\_ (W) \_\_\_\_\_  
 Groom's Name \_\_\_\_\_ Phone (H) \_\_\_\_\_  
 Address \_\_\_\_\_ (W) \_\_\_\_\_  
 Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
 Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_  
 Reception in Fellowship Hall? Yes\_\_\_\_ No\_\_\_\_ If Yes, Estimated # of Guests \_\_\_\_\_  
 Name of Caterer \_\_\_\_\_ Phone \_\_\_\_\_  
 Name of Florist \_\_\_\_\_ Phone \_\_\_\_\_  
 Name of Photographer \_\_\_\_\_ Phone \_\_\_\_\_  
 Name of Director \_\_\_\_\_ Phone \_\_\_\_\_  
 Officiating Minister \_\_\_\_\_ Phone \_\_\_\_\_  
 Organist \_\_\_\_\_ Phone \_\_\_\_\_  
 Pianist \_\_\_\_\_ Phone \_\_\_\_\_  
 Bride's Church Membership \_\_\_\_\_  
 Groom's Church Membership \_\_\_\_\_

## Fees

<u>Members</u>		<u>Non-members</u>	
<input checked="" type="checkbox"/> Worship Center	No Charge	<input checked="" type="checkbox"/> Worship Center	125.00
<input checked="" type="checkbox"/> Custodian for Worship Center	125.00	<input checked="" type="checkbox"/> Custodian for Worship Center	150.00
<input type="checkbox"/> Fellowship Hall	No Charge	<input type="checkbox"/> Custodian for wedding starting after 5PM	200.00
<input type="checkbox"/> Custodian for Fellowship Hall	75.00	<input type="checkbox"/> *Fellowship Hall (Reception)	100.00
<input type="checkbox"/> Custodian for Fellowship Hall (Rehearsal Dinner)		<input type="checkbox"/> Custodian for Fellowship Hall (Reception)	100.00
<input type="checkbox"/> Custodian for Fellowship Hall (Reception)	75.00	<input checked="" type="checkbox"/> Damage Deposit	250.00
<input checked="" type="checkbox"/> Damage Deposit	No Charge	<input type="checkbox"/> Sound (technician for rehearsal and wedding)	150.00
<input type="checkbox"/> Sound (technician for wedding day only)	75.00	<input checked="" type="checkbox"/> Hostess for rehearsal and wedding	125.00
<input type="checkbox"/> Sound (technician for rehearsal)	75.00		
<input type="checkbox"/> *Hostess for rehearsal and wedding	100.00		
<input type="checkbox"/> ** Stand Up Wedding	No Charge		

\* Fellowship Hall is not available for Rehearsal Dinner.

\* Not required

\*\* No rehearsal, procession, or music. Church staff officiates.

The bride must arrange for the musicians. Remuneration for those services will be privately agreed upon between them.

Any wedding starting after 5:00 p.m. will have an additional charge of \$50.00 for the late use of the Worship Center. All weddings must start by 7:00 p.m. unless prior approval has been granted.

Damage deposit of \$250.00 (refundable if no damage occurs)

If wedding begins late by 30 minutes or more there will be an additional fee of \$100.00. (from damage deposit)

If rehearsal exceeds the allotted time by 30 minutes or more an addition fee of \$100.00 will be withheld from the damage deposit.

One half of the total fees for all services provided must be made to secure the wedding date and time. The balance of these fees are due 10 days prior to the wedding.

When you have completed the above, and have read and agreed to the church's Wedding Policies, please schedule an appointment with the Assistant Pastor at the church in order to schedule you wedding on the church calendar.

Total amount due church \$ \_\_\_\_\_  
 less deposit (50%) \$ \_\_\_\_\_  
 Total due 10 days prior wedding (date due) \_\_\_\_\_ \$ \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

Hostess \_\_\_\_\_ Sound Tech. \_\_\_\_\_ Custodian \_\_\_\_\_

# **WEDDINGS AT LIBERTY BAPTIST CHURCH**

The church facilities are available to both members and non-members for weddings and receptions. Members and their immediate family (Parents, guardians, children) may also hold rehearsal dinners at the church. Please consult the fee schedule to determine your costs. While using the church facilities strict observance of the following rules is required.

- Alcohol, drugs and smoking are strictly forbidden on church property.
- Food and beverages are not permitted in the Worship Center or lobby.
- The wedding rehearsal will not take place if any member of the wedding party is under the influence of drugs or alcohol.
- The use of rice or confetti is prohibited inside and outside the church buildings. Bird seed, rose petals and bubbles may be used outside the buildings.
- No furnishing or furniture shall be moved except by the custodial staff of Liberty Baptist Church.
- The drum set will not be moved due to the possibility of damage. However, it may be covered with cloth. A screen may be provided.
- The partitions may not be moved outside of the Fellowship Hall.

## **PREMARITAL COUNSELING**

All couples who use the church are required to have completed a premarital Christian counseling program offered by Liberty Baptist church or approved by the officiating minister.

## **THE OFFICIATING MINISTER**

The prospective bride and groom must schedule a conference with one of the pastors (if he is to perform the ceremony). An appointment for this conference may be made by calling the church office. The officiating minister may be a member of another denomination as long as he is of the Christian faith and approved by the Pastor of Liberty Baptist Church.

## **THE MUSIC**

Music is an important part of the wedding ceremony and should be in keeping with a service of Christian worship. For this reason all music used during the ceremony must be approved by the Music Minister of Liberty Baptist Church 30 days prior to the wedding. Soloists should be advised of the above policies. The Minister of Music may be consulted for suggestions of appropriate music.

## **RESERVING THE CHURCH FACILITIES**

The scheduling of all arrangements for the wedding, the rehearsal and the reception must be made through the church office with the church secretary. This includes all dates, hours and facilities needed. The church phone number is (770) 461-5644. A reservation for the Worship Center and the Fellowship Hall (if the reception is to be held at the church) will be entered on the church calendar when the following conditions have been met:

- The date and hour have been decided for the rehearsal and the wedding.
- A Pastor of Liberty Baptist Church has agreed to perform the ceremony or has approved another Pastor.
- The church secretary has secured a hostess, custodian and sound technician.
- A meeting with the Associate Pastor has been completed.
- A deposit of one half of the total applicable fees has been received. (Deposits will be refunded if the wedding is canceled).

## **REHEARSAL**

The date and hour of the rehearsal will be scheduled along with the wedding. Two hours will be set aside for the rehearsal, which should begin promptly at the scheduled time. The bride and groom should insist that all members of the wedding part be as prompt for the rehearsal as for the wedding. Directions to the church should be given to each person attending the rehearsal.

## **REHEARSAL DINNER**

Fellowship Hall is available to members and their immediate families only (parents, guardian and children) for the rehearsal dinner.

### **FLOWERS AND DECORATIONS**

You may decorate the Worship Center in a way that is consistent with the beauty and dignity of this sacred ceremony. **The church will be open 3 hours prior to the wedding for decorating.** It is the responsibility of the bride to provide flowers and decorations as needed. Liberty does not own candelabra, a prayer bench, etc. These must be rented from your florist or rental agency. Florists and others who decorate the church will be responsible for any damage caused by their employees or equipment. No tacks, pins or glue shall be used to fasten any decorations to the furniture or building. Only wrapped wire or ribbon that will not mar the pew ends shall be used. Only mechanical candles are acceptable with the exception of the Unity Candle which may be wax, provided adequate floor protection is placed beneath. Flowers must not be placed on the musical instruments. **The florist is responsible for removing all decorations and debris immediately following the wedding, and the church will not be responsible for any equipment left in the church building.** Liberty Baptist church also requires the attached floral contract be signed by the bride and the florist. **The signed contract must be returned to the church at least 20 days prior to the wedding.**

### **PHOTOGRAPHY**

**The church will be open 2 hours before the wedding for the purpose of taking pictures.** In keeping with the spirit of the wedding as a service of worship, no flash bulb pictures are to be taken during the ceremony. Photographs may be taken during the processional and recessional. Video taping is permitted provided the camera and cameraman are unobtrusive and remain stationary during the ceremony. Equipment must be in place prior to the musical prelude. Liberty Baptist Church also requires the attached Photography/Videography contract be signed by the bride and the photographer. **The signed contract must be returned to the church at least 20 days prior to the wedding.**

### **SOUND**

The sound technician will be available for **sound checks with singers and musicians 1 hour and 15 minutes prior to the wedding.** All music must be live, on cassette tape or on compact disc. **The sound system and equipment may not be operated, handled or moved by anyone but Liberty Baptist Church sound technicians who will attend the wedding.** **The sound technicians information sheet must be returned to the church office 30 days prior to the wedding.**

### **RECEPTION**

A request for use of Fellowship Hall for the reception must be made at the time the wedding date is placed on the church calendar. The church has chairs and tables which may be used at the reception. The caterer is responsible for leaving the Fellowship Hall, kitchen, tables and counter tops clean and is also responsible for putting all trash in proper containers.

# WEDDING FEES

Fees provide for the use of church facilities for the rehearsal, wedding, bridal room, dressing room for groomsmen, Fellowship Hall and utilities. These fees are not to be considered rent, as the church retains full control of the areas used. All fees are to be paid to Liberty Baptist Church.

## Fees

<u>Members</u>		<u>Non-members</u>	
<b>T</b> Worship Center	No Charge	<b>T</b> Worship Center	125.00
<b>T</b> Custodian for Worship Center	125.00	<b>T</b> Custodian for Worship Center	150.00
— Fellowship Hall	No Charge	— Custodian for wedding starting after 5PM	200.00
— Custodian for Fellowship Hall	75.00	— *Fellowship Hall (Reception)	100.00
— (Rehearsal Dinner)		— Custodian for Fellowship Hall	100.00
— Custodian for Fellowship Hall	75.00	— (Reception)	
<b>T</b> Damage Deposit	No Charge	<b>T</b> Damage Deposit	250.00
— Sound (technician for wedding day only)	75.00	— Sound (technician for rehearsal and wedding)	150.00
— Sound (technician for rehearsal)	75.00	<b>T</b> Hostess for rehearsal and wedding	125.00
— *Hostess for rehearsal and wedding	100.00		
— ** Stand Up Wedding	No Charge		

\* Fellowship Hall is not available for Rehearsal Dinner.

\* Not required

\*\* No rehearsal, procession, or music. Church staff officiates.

The bride must arrange for the musicians. Remuneration for those services will be privately agreed upon between them.

Any wedding starting after 5:00 p.m. will have an additional charge of \$50.00 for the late use of the Worship Center. All weddings must start by 7:00 p.m. unless prior approval has been granted.

Damage deposit of \$250.00 (refundable if no damage occurs)

If wedding begins late by 30 minutes or more there will be an additional fee of \$100.00. (from damage deposit)

If rehearsal exceeds the allotted time by 30 minutes or more an additional fee of \$100.00 will be withheld from the damage deposit.

One half of the total fees for all services provided must be made to secure the wedding date and time. The balance of these fees are due 10 days prior to the wedding.

Total amount due church	\$ _____
less deposit (50%)	\$ _____
Total due 10 days prior wedding (date due) _____	\$ _____

Damage Deposit to be returned to:

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# Caterer Contract

Welcome to Liberty Baptist Church! We are delighted that you will be working at our facilities. There are a few general guidelines which need to be followed in order for everything to run smoothly. Your cooperation is much appreciated. Please take the time to read and sign this agreement which stipulates that you are willing and able to follow the policies set forth by the church. **This must be signed and returned to the church office at least 20 days prior to the wedding for the wedding to take place.** The church office fax number is 770-461-6275. The church address (if you prefer to mail the form) is: Liberty Baptist Church, 1077 Hwy 314, Riverdale, GA 30296.

- **Caterers may have access to the church as early as three hours prior to the wedding.** We encourage you to view the Fellowship Hall with the bride prior to the wedding day. Please call for an appointment.
- The Fellowship Hall and kitchen will be clean before the wedding. We ask that you leave both Fellowship Hall and kitchen exactly as you found them. Large trash bags will be provided and all trash should be disposed of in the receptacle in the church parking lot.
- The church tables and chairs are available for your use. Please discuss with the bride what you will need and she will arrange with the church office to have these chairs and tables set up in the Fellowship Hall.
- You are welcome to use the oven and ice machine in the kitchen. Only the two-door refrigerator is available (in the kitchen) and the freezer (in the Fellowship Hall) for your use.
- The hostess will be happy to show you how to use the church dishwasher.
- Caterers must provide their own dishes, silverware, punch bowls, utensils and dishtowels. We regret that we cannot provide these items for your use.
- Should the caterer be doing any decorating for the bride in Fellowship Hall, please respect the furnishings and walls. No tape, nails, pins, glue, staples or screws may be used to decorate.
- Alcohol, drugs and smoking are strictly forbidden on church property.
- Food and beverages are not permitted in the Worship Center or lobby.

The caterer stipulates that he or she has read the Caterer Contract of Liberty Baptist Church and agrees to abide by these conditions. The caterer understands he/she will be held responsible for damage to the building, equipment and furnishings of Liberty Baptist Church and results from failure to abide by these policies and contract.

Caterer's signature \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Bride's signature \_\_\_\_\_

## Floral Contract

Welcome to Liberty Baptist Church. We are delighted that you will be decorating our facilities. Before you get started with the planning for the wedding, you may want to consider calling the church office to set up a time when you can tour the church to see colors, size, and arrangements of the facilities. The office number is 770-461-5644. There are a few general guidelines which need to be followed in order for the wedding plans to run smoothly. Your cooperation is much appreciated. Please take the time to read and sign this agreement which stipulates that you are willing and able to follow the policies set forth by the church. **This must be signed and returned to the church at least 20 days prior to the wedding for the wedding to take place.** The church fax number is 770-461-6275. The church address (if you prefer to mail the form) is: Liberty Baptist Church, 1077 Hwy 314, Riverdale, GA 30296.

- **Florists may have access to the church as early as three hours prior to the wedding.** Please set up the altar area first upon arriving, but make available to the bride her bouquet, bridesmaid's bouquets, boutonniere and corsages for the rest of the wedding party. This will allow her photographer to get started with other pictures while you are setting up at the altar. **If additional time is required for the preparing of decorations beyond the three hour prior to the wedding, this must be worked out with the wedding hostess and through the church office.**
- Wax candles may not be used in weddings. ONLY mechanical candles are acceptable. Hurricane globes must be used on all candelabra outside the altar area. The only exception to this would be the Unity Candle in which case wax candles may be used, provided adequate floor protection is placed beneath. The florist will be responsible for any damage done by wax that drops or is spilled on carpet or furniture. If the florist has not provided the candelabra/candles for the wedding, then the bride will be responsible for any damage incurred by dripping wax.
- The floors, carpet, walls and furnishings must be respected and protected in the placement of flowers and other decorations. No tape, nails, pins, glue, staples or screws shall be used in decorating. Only wrapped wire or ribbon that will not mar or stain shall be used to fasten bows to pews or other furniture.
- Removal of all decorations must be made within 2 hours immediately following the wedding.
- The chairs in the choir loft, the orchestra chairs, instruments, music and stands, the plants on the altar, and the chairs and podium are not to be moved or removed by the wedding party. Arrangements for placement are to be made with our hostess or through the church office. The drum set may be covered but not moved.
- Food and beverages are not permitted in the Worship Center or lobby.
- Alcohol, drugs and smoking are strictly forbidden on church property.

The florist stipulates that he or she has read the Floral Contract of Liberty Baptist Church and agrees to abide by these conditions. The florist understands he/she will be held responsible for damage to the building, equipment and furnishings of Liberty Baptist Church that results from failure to abide by these policies and contract.

Florist's signature \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Bride's signature \_\_\_\_\_

## Photography/Videography Contract

Welcome to Liberty Baptist Church! We are delighted that you will be working at our facilities. There are a few general guidelines which need to be followed in order for everything to run smoothly. Your cooperation is much appreciated. Please take the time to read and sign this agreement which stipulates that you are willing and able to follow the policies set forth by the church. **This must be signed and returned to the church office at least 20 days prior to the wedding for the wedding to take place.** The church office fax number is 770-461-6275. The church address (if you prefer to mail the form) is: Liberty Baptist Church, 1077 Hwy 314, Riverdale, GA 30296.

- **Photographers may have access to the church as early as two and half hours prior to the wedding.** Please arrange with the bride to take as many pictures as possible prior to the wedding.
- Because the wedding ceremony is a sacred occasion, flash photography is not allowed after the bride has entered the altar area. This applies both to guests and the photographer. Other photos, such as time exposures, may be made during the ceremony if made from the back of the Worship Center. At no time during the ceremony will the photographer enter the altar area, the choir area or place himself in such a position that would distract from the ceremony.
- Videotaping is allowed provided the equipment does not distract from the ceremony, impede the movement of a guest or damage the facilities. Video taping must be done without the addition of special lighting.
- All frequencies of wireless equipment to be used must be provided to the sound technician at least 20 days prior to the wedding.
- Photographers and video camera operators are cautioned about marring furniture by standing on or placing equipment on pews or furniture.
- Alcohol, drugs and smoking are strictly forbidden on church property.
- Food and beverages are not permitted in the Worship Center or lobby.

The photographer/videographer stipulates that he or she has read the Photography/Videography Contract of Liberty Baptist Church and agrees to abide by these rules. The photographer/videographer understands he/she will be held responsible for damage to the building, equipment and furnishings of Liberty Baptist Church that results from his failure to abide by these policies and contract.

Photographer's signature \_\_\_\_\_ Phone \_\_\_\_\_

Videographer's signature \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Bride's signature \_\_\_\_\_

# Sound Technician Information Request Form

Bride's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

The sound technicians want your wedding to go as smoothly as possible. From the sound perspective, there are three main concerns. First, we want the participants to be clearly heard. We suggest that all soloists, ministers, the groom and any other speakers wear/use a microphone. The bride usually does not wear a microphone as it is often hard to conceal in/on the wedding dress, we can usually pick up the brides vows through the groom's microphone. Second, we want the service to flow well. Since this timing often depends on music, we ask that you provide an order of service/schedule of events with start times. Thirdly, we want to have all equipment ready. This requires that we know all microphone/instrument requirements AND have a chance to practice with each speaker and soloist. Practice is normally 1 hour 15 minutes prior to the wedding but complicated ceremonies may require other arrangements.

To help us do our best for you, please provide the following information to the church for the sound technician 30 days prior to the wedding:

- An "order of service" including pre-service music, post-service music and start times
- The names and functions of each speaker, singer and instrumentalist needing a microphone (i.e., minister)

Person	Function
	Groom
	Pastor

For any music please complete the information below:

Portion of Ceremony	Song Title	Music Format	Track Position/CD track #	Singer
(I.e. Unity Candle Song	Household of Faith	Cassette tape	High Side	Susan)

Please return to Liberty Baptist Church 30 days prior to wedding.

## **Custodian Responsibilities**

Prior to the wedding the custodian will be responsible for getting the Worship Center ready for the wedding. This includes clearing off the platform, preparing the platform for the wedding and cleaning the Worship Center. The custodian will make sure the Fellowship Hall and the kitchen is prepared for the wedding. The custodian is responsible to be at the church the night of the wedding rehearsal and available on the day of the wedding. On the night of the wedding rehearsal the custodian is to unlock and lock the church door, turn the lights on and off, and regulate the heat or air as needed. The custodian should remain at the church during the rehearsal.

On the day of the wedding the custodian is to arrive at the church three hours prior to the wedding and unlock the church, regulate the heat and air, and turn on the lights. He is also to be available for any needs that arise regarding the maintenance of the church.

After the wedding he will set the platform back up for the church service, and make sure the Fellowship Hall and kitchen are cleaned properly for Sunday use. He is responsible for securing the building immediately after the wedding/reception.

## **Hostess Responsibilities**

The hostess is to be a representative of Liberty Baptist Church at all weddings which take place on the church grounds. She is to function as an assistant to the bride, the bridal party, and families in accessing the needed areas of the church during the wedding weekend. The hostess will know how to adjust the thermostat, know the location adjustments of the lights, and know how to run the dishwasher. She should also coordinate building usage time with the custodian and sound technician.

On the evening of the wedding rehearsal she is to orient the wedding party to the church and the facilities they will be using. The hostess will help the families get familiar with the church, and the expectations of using the church.

On the day of the wedding, the hostess will assist the bride and wedding party in using the facilities of the church. She will direct the groups to the appropriate places for preparation for the wedding. The hostess will be available to answer any questions about the use of the church, as well as enforce the conditions established for using the church. She is to be a helper and resource for the bride as things come up throughout the day.

As stated above, the hostess is an assistant to the bride. If the bride needs a wedding director/coordinator to accomplish duties beyond the duties of the hostess, she may either contact the hostess to do this at an additional fee, or hire an outside director/coordinator in addition to the church hostess.

# Wedding Checklist

## Activity

## Date Completed

- \_\_\_\_\_ Make an appointment to meet with Ann Moore when submitting the registration form and deposit.
- \_\_\_\_\_ Submit the registration form and deposit to secure the wedding date.
- \_\_\_\_\_ Submit (in writing) a detailed list of all music to be used in the wedding and reception **30 days prior** to the event. If **ANY** secular music is to be used, the lyrics **MUST** be included on the detailed list. The Minister of Music may then request to see copies of the music.
- \_\_\_\_\_ Complete and submit the Sound Technician form **30 days prior** to the scheduled event.
- \_\_\_\_\_ Complete and submit the Caterer Contract **20 days prior** to the scheduled event.
- \_\_\_\_\_ Complete and submit the Floral Contract **20 days prior** to the scheduled event.
- \_\_\_\_\_ Complete and submit the Photography/Videography Contract **20 days prior** to the scheduled event.
- \_\_\_\_\_ Complete marriage counseling (bride and groom).
- \_\_\_\_\_ Make an appointment to meet with Ann Moore **15 days prior** to the scheduled event and please be sure to bring this checklist with you to the meeting.

## Resources

1. Kathryn Bannister (piano/keyboard) 770-461-8339
2. Amy Vickery (piano/keyboard) 678-859-4550
3. Drica Roberts (piano/keyboard) 770-914-7594
4. You may call the church office for suggested soloists and photographers. 770-461-5644
5. Robert Baptist (counseling) 678-571-0423