

# Wedding Guidelines

1. The Bride or Groom must be an \*active member (see page 2 for how Wilmer Baptist Church defines “active member”) or the son or daughter of an active member in order to reserve the church facilities for a wedding. Weddings are considered a Christian worship service. We restrict the use of ministry facilities to the ministry’s religious purposes. There will be no charge for the use of the Sanctuary, Family Life Center, or wedding equipment. However, all brides are required to pay the following service fees:

- A) Sanctuary ONLY-----\$250.00
- Sanctuary & Family Life Center -----\$375.00
- Family Life Center ONLY-----\$125.00

These fees are for Janitorial and Sound Technician Fees.

- B) Tablecloth Cleaning Fees\*:
  - 8’ with lace topper-----\$9.00 each
  - 8’ Battenberg Lace-----\$9.00 each
  - 8’ Plain Linen-----\$9.00 each
  - Large Round [ 6]-----\$9.00 each
  - Skirted Round w/toppers-----\$9.00 each

- C) Candle Replacement Fee---50 cents each  
(3 hours lighting time)

- D) Chair Covers---\$50.00 per hundred

- E) Fees for Optional Services:

- Removal of wedding equipment (columns, etc) ---\$50.00 (*per building*)
- Removal of instrument(s) on stage platform---\$150.00

2. Reservations for use of the Sanctuary and Family Life Center are limited to the day of the rehearsal and the day of the wedding. Reservations must be placed on the Church Calendar not less than 3 months in advance of the event. Reserved dates are on a first come, first serve basis and are made through the staff member in charge of the church calendar.
3. A copy of the rules and regulations must be agreed to and signed by either the bride or the groom and submitted to the Church Staff before the date for their reservations become permanent. All applications must be completed and submitted with service fees to the church financial secretary at least 3 months prior to the wedding. If fees are not paid in full by 3 months prior to wedding date, the wedding date will be forfeited. Fees

for candles, table cloths and chair covers will be billed to wedding party the week following the wedding.

4. All music must be submitted to the Worship Pastor for approval. This must be done 30 days prior to the wedding. No secular music will be allowed. Use of the church pianist or organist is optional. You are responsible to make these arrangements. If you want to use any media in your ceremony (a video, slideshow, etc.), contact our Media Director at least 30 days before your wedding. Please do not make your own video or slideshow and bring it to the rehearsal or wedding. We must confirm ahead of time that any media files will be compatible with our equipment.
5. The latticework (both vinyl and wood) may not be stapled. All decorations must not be damage in any way. When they are put away, they must be stacked on the carts carefully and returned to the closet.
6. Only mechanical candles may be used for decorating.
7. The punch fountain can **ONLY** circulate clear fluids! No fruit juices of any kind may be used that contain pulp. No pineapple or orange juice may be used. Apple and white grape juice are the preferred juices. Failure to follow these guidelines will result in damage to fountain. Damage is the responsibility of the bride's family.
8. Smoking and Alcoholic beverages are not permitted on Church premises.
9. There will be absolutely NO food or drink allowed in the sanctuary building.
10. Birdseed may be thrown outside the church buildings **ONLY**. Use of rice or confetti, etc., is not permitted.
11. Wedding equipment such as table linens, punch cups, plates, candelabra, lattice work, etc., may not be taken away from the church for any reason.
12. The bride's family is responsible for the cleaning of the kitchen facilities
13. All equipment and supplies from the wedding closet are returned to proper location or pay optional \$50.00 fee per building. If applicable, this fee will be billed the week following the wedding.
14. The church does not provide paper products such as trash bags, napkins, plates, forks, cups, foil, handi-wrap, zip-loc bags, etc., these items should be provided by the bride's family.
15. Grandparents may use the church facilities for 50th anniversaries or receptions if they are a member or have a son, daughter or grandchild who is a member.
17. **DAMAGE OR LOSS OF ANY EQUIPMENT IS THE RESPONSIBILITY OF THE BRIDE'S FAMILY.**

**\*active member - The term member refers to those people who have been scripturally baptized and have completed the new member orientation class requirements. The term active means having attended Sunday morning Bible study classes on a consistent basis at Wilmer at least 6 months prior to reserving church facilities for a wedding.**

*I agree to adhere to these regulations and understand that if they are not followed, the wedding may be cancelled at anytime and no monies will be refunded.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_