

First Baptist Church, Post Office Box 3157, Aiken, SC 29802-3157

OFFICE NUMBER (803) 648-5476; FAX NUMBER (803) 648-4453

NON-MEMBER WEDDING REQUEST FORM

_____ and _____
BRIDE **GROOM**
WEDDING DATE _____

SCHEDULE OF FEES	*required use	TOTAL AMOUNT	CHECK EACH		BALANCE DUE
			Needed Facility w/ Custodial fees	AMOUNT PAID	
*Use of Sanctuary <small>(\$100 of above is non-refundable if cancellation occurs)</small>	\$300.00				
*Custodial Fees (double-holiday)	\$100.00	*\$400.00	<input type="checkbox"/>		
Special Request <small>(see manual)</small> <small>(Fees based on individual request beyond basic set-up fees)</small>	\$70.00	\$470.00	<input type="checkbox"/>		
*Use of Bride's Room and Parlor	\$35.00				
*Custodial Fee (double-holiday)	\$25.00	*\$60.00	<input type="checkbox"/>		
Use of Fellowship Hall **	\$150.00		<input type="checkbox"/>		
Custodial Fee (double-holiday)	\$125.00	\$275.00			
Caterer Consultation w/ Church Hostess <small>Caterer refundable deposit for use of kitchen</small>		\$50.00 \$100.00	<input type="checkbox"/>		
*Sound and Lighting (required)(double-holiday) <small>Consulting fee required</small>		*\$120.00 \$30.00	<input type="checkbox"/>		
Video Services (upon approval) (double-holiday)		\$800.00	<input type="checkbox"/>		
TOTAL DUE (*Fees of bolded cost above)		*\$580			

(This request is to be turned in to the Church Secretary.) **The Sanctuary fee and Fellowship Hall fee as applicable, should be paid upon approval of the request to reserve the church, and all other fees must be paid one month prior to the wedding. In the event the wedding is canceled, \$200 of the Sanctuary fee will be returned unless facilities have already been prepared for the wedding. (See pages 17 and 18 of the Wedding Policy Manual for further information regarding fees, special request fees, and holiday cost and to whom the payment is to be made.)**

Fee Received by: _____ Amount Received: _____ Balance due by: _____

WEDDING: Date _____ Time _____ Place _____ No. Expected _____

REHEARSAL: Date _____ Time _____ Place _____

REHEARSAL DINNER: Date _____ Time _____ Place _____

*RECEPTION: *(Fill out if FBC Fellowship Hall) Time _____ Place _____ No. Expected _____

CATERER: _____ Delivery Time _____
 Address: _____ Phone _____

MINISTER TO PERFORM THE WEDDING SERVICE: If you wish one of our ministers to serve as celebrant at your wedding, please confer with that individual before setting the wedding date and before submitting this form. _____

(If you are using a minister other than a First Baptist Church minister, please list that minister's name, address, and telephone number.)

FIRST BAPTIST WEDDING CONSULTANT: (It is required, when using a wedding consultant, that either Judith Burgess or Allison Basile of FBC be used. Others are not allowed. Thank you for your adherence to this policy.)

Judith Burgess _____ or Allison Basile: _____

ROOMS RESERVED: (Circle each area needed) Sanctuary Parlor/Brides Room Men's Robe Room Fellowship Hall
 Will the Groom and Groomsmen dress at the church? _____ Yes _____ No

BRIDE _____

Parents of Bride _____ Parent's phone _____

BRIDE'S ADDRESS _____

Bride's E-mail address _____

WORK PHONE _____ **HOME PHONE** _____

MEMBER OF WHAT CHURCH _____

GROOM _____

Parents of Groom _____ Parents phone _____

GROOM'S ADDRESS _____

WORK PHONE _____ **HOME PHONE** _____

MEMBER OF WHAT CHURCH _____

ADDRESS AFTER MARRIAGE _____

HOME PHONE AFTER MARRIAGE _____

INSTRUCTIONS FOR PLATFORM AND/OR SANCTUARY ARRANGEMENT: _____

GLOBES FOR WINDOWS: Yes _____ No _____ (Instructions for use on page 8)

ORGANIST: _____

VOCALIST: _____

SONGS: _____

(Approval of music *required* with James Bennett our Associate Minister in Music,
for both Wedding and if your reception if held at FBC in our Fellowship Hall. He can be reached at 648-5476)

PHOTOGRAPHER: _____ Address _____

VIDEO: Yes _____ No _____ Need a Videographer: Yes _____ No _____ Have one _____

Videographer: _____

Mailing Address (needed for policy letter) _____

(Contact with First Baptist Audio team is required with all weddings for sound & lighting, and for non-First Baptist Church videographers. First Baptist does offer video services but with approval from the Audio team as described on page 13 of the wedding manual.)

FLORIST: _____ Address _____

Do you plan to leave the flowers for the Sunday Worship Service? Yes _____ No _____ *If yes, please contact the music secretary to assure the date has not already been reserved. (See page 8.)* If no, please make arrangements to remove before the Wedding reception.

I have read and accept the "Wedding Procedures" and "Information for Bride and Groom" of First Baptist Church and will cooperate accordingly to have a meaningful and well-planned wedding. I understand that I am responsible for anything I or my wedding party remove from the church Sanctuary or any other part of First Baptist Church. I also understand that anything removed from its place will be put back before we leave.

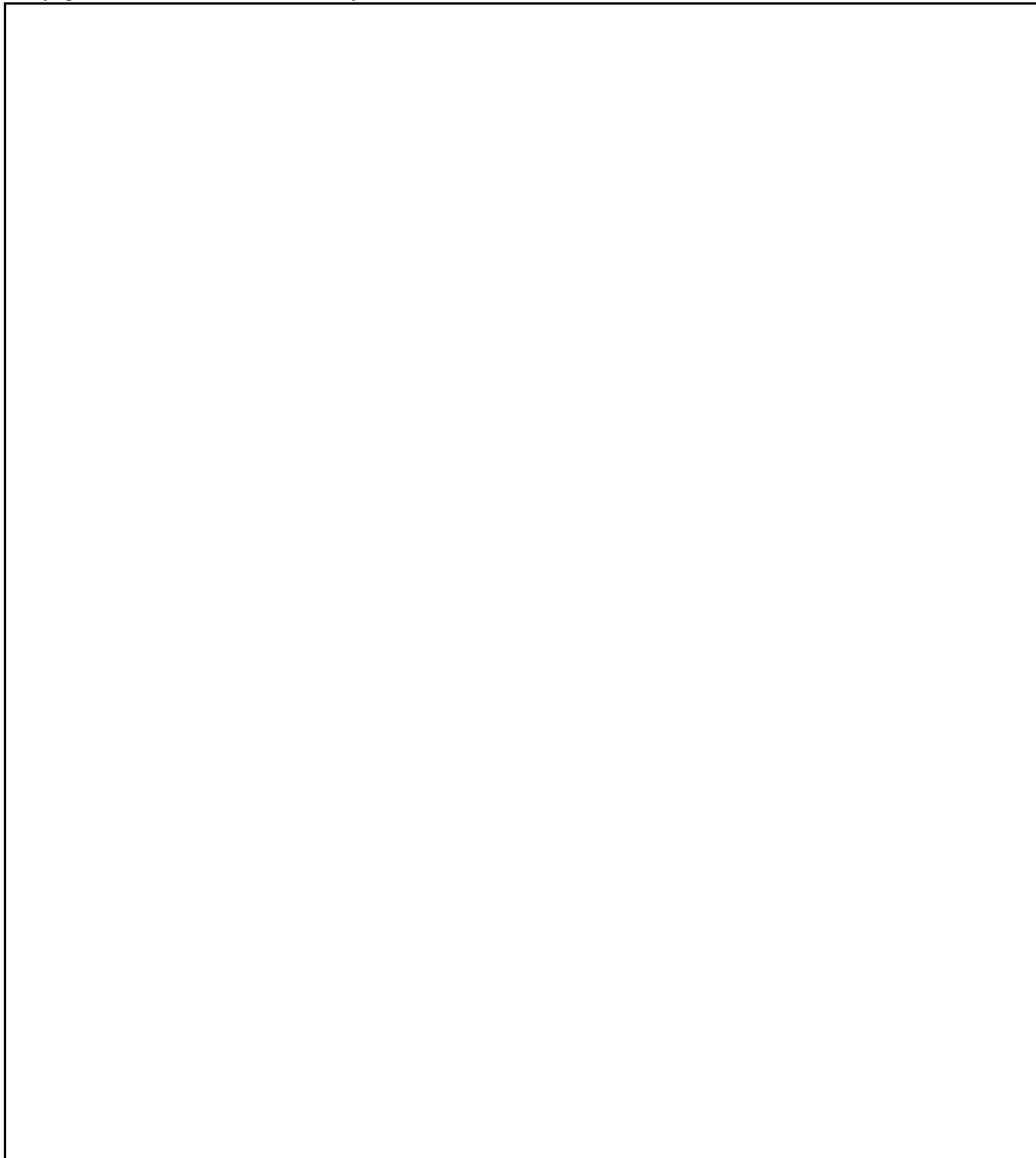
Signature of Bride or Groom _____ **Date** _____

PLEASE COMPLETE AND KEEP A COPY FOR YOUR PERSONAL RECORDS

If requesting the use of the Fellowship Hall for either the rehearsal dinner or for the Wedding rehearsal, please sign below. This confirms that you understand that contact must be made with the Building Superintendent prior to approval of the Fellowship Hall use for the reception. This is to assure that the needs being requested are not beyond the normal request for a reception here at FBC. It is the discretion of the Building Superintendent to require additional fees.

Signature of Bride or Groom _____ **Date** _____

**Please draw a diagram of how you would like the tables and chairs arranged for your reception if it is being held in our Fellowship Hall or any special instructions for the Sanctuary.

A large, empty rectangular box with a thin black border, intended for the bride or groom to draw a diagram of table and chair arrangements for their reception. The box is currently blank.