

First Baptist Church

Gainesville, Georgia

Policy Guide for Wedding

Marriage is an institution of divine appointment, sanctioned and honored by Jesus Christ. This is the reason for a "Church Wedding". Christian marriage is monogamous (one man and one woman) and permanent ("til death do us part"). The solemnization of marriage in the facilities of the church places the marriage relationship under the blessing and commandment of God. Therefore, a church wedding is essentially a religious service.

This policy guide has been prepared in order to make the wedding ceremony a meaningful service of Christian worship and personal commitment. The couple to be married, the families involved, the florist, the photographer, the videographer, and the wedding coordinator should familiarize themselves with these suggestions and policies.

- 1. The engaged couple should schedule an appointment for a personal conference with the Pastor performing the ceremony no later than one (1) month prior to the rehearsal date. At this conference, the Pastor will review with the couple the policies of the church regarding weddings, discuss the ceremony, and speak with the couple in other matters of mutual concern.*
- 2. The wedding (and rehearsal) date and time must be scheduled with the Facility Director in order to reserve the sanctuary or chapel. The attached paperwork and a signed contract **must** be filled out completely and returned to the Facility Director **along with a check for ½ of the space charges plus the refundable damage deposit**. The balance is due no later than one (1) month prior to the rehearsal date.*
- 3. Premarital counseling is strongly recommended (but not required) for all couples being married at First Baptist Church. The engaged couple should schedule an appointment with the Pastoral Counselor for premarital counseling as early as possible.*
- 4. Consistent with professional ethics and proper etiquette and as spiritual leader of the church, the Senior Pastor of First Baptist Church normally presides at wedding ceremonies held in the First Baptist Church facilities. However, if the couple to be married wishes to make other arrangements, they should discuss this with the Pastor or his assistant. If a minister who is not affiliated with this church is to preside, ministerial ethics require the pastor of First Baptist to invite the guest minister. Please have your minister call the church office (770-534-7354).*
- 5. The music used in the ceremony should be appropriate for a church service. Since a church wedding is a sacred service, **secular music should not be used**. The church employs musicians that perform for wedding ceremonies. However, in the event the couple to be married wishes for someone else to perform for the ceremony, permission may be granted*

for a qualified musician to use the instruments. It is proper for the organist, pianist, and/or vocalist to receive a fee for services rendered.

6. The florist selected must be one who is familiar with church wedding procedures and who agrees to abide by the regulations established by this church. Excessive use of decorations is discouraged. **The use of waxed candles is NOT permitted because of the danger of damage to the carpet from dripping wax.** If candles are used, they must be metal-type candles that do not drip wax, this includes the unity candle. In addition, a protective covering must be placed over the carpet. Arrangements to use these candles and candelabra should be made with your florist. **Nothing shall be tacked to the walls, pews or other church furnishings that may deface or mar them.** Persons responsible for the decorations, the couple to be married, the families involved shall be liable for any damage done to church furnishings. In the event these regulations are not observed and damage results to church property, the church shall repair the damage and send the bill for the damage to the responsible persons.
7. The removal of furniture in the Sanctuary and/or Chapel must be approved by the Senior Pastor.
8. Furniture is not to be removed from the church parlor. It will be the responsibility of any person reserving the church parlor to repair or replace any damage that might be inflicted on the furnishings such as carpet, furniture, or any fixtures thereof or to the walls and ceilings of the room itself.
9. No alcoholic beverages are permitted at a rehearsal dinner or wedding reception held in the church building or on church premises. The wedding party shall also refrain from the consumption of alcoholic beverages on church property. In addition, due to the difficulties of cleaning and the possibility of someone slipping and falling, no rice or birdseed is permitted inside or outside the church building.
10. Due to the difficulty of cleaning and the possibility of someone slipping and falling no confetti, glitter, rice or birdseed is permitted inside or outside any church buildings.
11. **Flash pictures may not be taken during the wedding ceremony!** A flash picture may be taken as the bride first enters, if desired, and another may be made as the couple leaves. **The photographer and/or videographer must be stationary during the wedding ceremony!** The wedding party may assemble before and after the wedding ceremony for any additional pictures.
12. A list of remuneration rates is attached. These charges are necessary because of the heavy utility expense and other expenses involved. For the purpose of assessing fees to cover church expenses, a wedding qualifies as a "Church Member" ministry of the church if the bride-to-be or groom are currently FBC of Gainesville members, or if any of their parents, grandparents or children are current members. **Payment of ½ the rental charges is required to hold the date for your use. The remaining balance for church use, counseling, janitorial, and/or sound services should be paid in full to the Facilities**

Director no later than one (1) month prior to the wedding/reception. Gratuities to the Pastor, Wedding Coordinator, and Musicians should be taken care of separately. Appropriate gratuity fees are listed in the attached fees sheet.

- 13. Arrangements for receptions in the church parlor, fellowship hall, or Banquet Hall must be made with the Facility Director. Saturday receptions will conclude by 10:00 PM to allow the maintenance crew time to prepare facilities for Sunday morning activities. A copy of all set-ups must be routed to the maintenance supervisor. Scheduling of church equipment, special arrangements needed, assistance with receptions, and fees for these services may be discussed with and arranged by the Facility Director.*
- 14. Your wedding coordinator should designate dressing rooms for the groom and groomsmen. The bride and bridal party will use the parlor.*
- 15. Times for pre-wedding decorating and setups should be arranged in advance with the maintenance supervisor. The standard fees charged for weddings and receptions provide for the building to be unlocked and staffed by maintenance personnel for the five (5) hours prior to the wedding. If additional time is needed, thus requiring additional overtime for hourly church maintenance personnel to be present, an additional charge of \$25/hour will be required.*
- 16. Vendors or volunteers must remove all wedding ceremony related flowers, candles, decorations, plants and equipment from the Sanctuary, Chapel and/or Reception area immediately following the ceremony (no later than the same evening), to enable maintenance to ready the rooms for normal church use. **There are no exceptions.** Your wedding coordinator should instruct all service providers (including volunteers) that the church assumes no risk for items left in the building overnight, and make whatever arrangements are necessary for the prompt removal of all accessories from the ceremony and reception activities.*
- 17. Permission to use the facilities of the church is granted with the understanding that the wedding party agrees to abide by the provisions set forth in this policy guide.*

Please initial that you have read and accept these policies: _____

First Baptist Church – Wedding Form

(This form must be filled out in its entirety.)

Date of Rehearsal _____ *Time* _____

Date of Wedding _____ *Time* _____

Date of Reception _____ *Time* _____

Bride

Full Name _____

Present Address _____

City/State/Zip _____

Home Phone _____ *Business Phone* _____

Cell Phone _____ *E-Mail Address* _____

Parents

Full Name _____

Present Address _____

City/State/Zip _____

Home Phone _____ *Business Phone* _____

Cell Phone _____ *E-Mail Address* _____

Groom

Full Name _____

Present Address _____

City/State/Zip _____

Home Phone _____ *Business Phone* _____

Cell Phone _____ *E-Mail Address* _____

Parents

Full Name _____

Present Address _____

City/State/Zip _____

Home Phone _____ *Business Phone* _____

Cell Phone _____ *E-Mail Address* _____

Home Address After Ceremony (THIS IS FOR FIRST BAPTIST MEMBERS ONLY.)

New Address _____

City/State/Zip _____

New Home Phone _____

Do you attend church? ☐ Yes ☐ No Where? _____

Are you a member of this church? ☐ Yes ☐ No

What made you choose First Baptist? _____

Minister Officiating _____ Phone _____

Wedding Coordinator _____ Phone _____

Organist _____ Phone _____

Pianist _____ Phone _____

Soloist _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Please reserve the following:

Sanctuary ☐ Yes ☐ No

Chapel ☐ Yes ☐ No

Parlor ☐ Yes ☐ No

Banquet Hall ☐ Yes ☐ No

Quads ☐ 1 ☐ 2 ☐ 3 ☐ 4

Lobby ☐

Kitchen ☐

Memorial Garden ☐ Yes ☐ No

Kneeling Bench ☐ Yes ☐ No (No charge)

Florist _____ Phone _____

What time does your florist need the church? _____

First Baptist Church Fee Sheet

Space rental includes set-up time noted. Additional charges will apply if additional set-up time is required.

	Member	Non-Member
*Sanctuary	\$800.00	\$1200.00
*Chapel	\$400.00	\$750.00
**Parlor	\$100.00	\$200.00
Memorial Garden (Cost is for wedding or reception use only)	\$100.00	\$200.00
*Banquet Hall	\$2000	\$3000
Per Quad (the Banquet Hall can be divided into 4 sections)	\$500	\$750
Lobby & Good Shepherd	\$500	\$750
**Nix Auditorium	\$350	\$500

Pastor's Services	\$250.00-\$400.00
Sound Tech for Wedding	\$35/hour - \$100 Minimum
Sound Tech for Reception	\$35/hour
Special Lighting	\$25.00
CD recording	\$50.00
Additional Maintenance	\$25/hour
Kitchen Chef	\$25/hr while caterer is present
Linens	\$5.50 per cloth

Kitchen Coordinator: Ben Pack (770) 519-1662
Maintenance/Set-up: Bo Rodgers (706) 768-5806
Sound Technician: Elijah Wilson (678) 879-3553

*** Refundable Damage Deposit in the amount of \$500 due at time of reservation**

**** Refundable Damage Deposit in the amount of \$200 due at time of reservation**

STAFFING: Licensors (the Church) shall secure, and Licensee shall pay for all necessary event staffing, including Sound Technician and Security Guard Fees with a deposit, by 30 days before the event. The amount paid will be based on Licensors' Fee and Deposits Schedule made part of this agreement. Licensors retain the right to determine the appropriate number of security and staff personnel necessary to properly serve and protect the public. Any additional staffing costs shall be considered reimbursable to Licensors and invoiced after the event.

EXTRA REQUESTED SERVICES: All special services such as special seating arrangements, decorations, erection of additional platforms or stands, and church employee work on overtime resulting from such special requests made by Licensee will likewise be considered additional, reimbursable costs as determined by Licensors Management, and invoiced after the event. First Baptist is responsible for laundering table linens after events. The costs for laundering is \$5.50 a linen and will be invoiced after the event. Initials _____

DAMAGE DEPOSITS: Licensors agree to pay in full the Damage Deposit required by the church for their reserved space with this agreement. The Damage Deposit for this Space Use Reservation is (\$0).

DEFACEMENT OF FACILITY: Licensee shall not injure, nor mar, nor in any manner deface said premises or any equipment contained therein, and shall not cause or permit anything to be done whereby the said premises or equipment therein shall be in any manner injured, marred or defaced; and will not drive or permit to be driven nails, hooks, tacks, or screws into any part of said building or equipment contained therein and will not make nor allow to be made any alterations of any kind to said building. Due to the difficulty of cleaning and the possibility of someone slipping and falling, no open flame candles, no confetti, no glitter, no rice, or birdseed or helium balloons is permitted inside or outside the building. Initials _____

SIGNS AND POSTERS: Licensee will not post or allow to be posted any signs, cards, or posters except upon such display areas as Licensors may provide. Use of such areas is a non-exclusive right. Handwritten signs are not permitted in the licensed facility. All material is subject to approval by Licensors. Initials _____

PAYMENT OF DAMAGES: Licensee agrees to pay the full costs of repair or replacement for any damages related to Licensee's use or misuse of the church facilities during or related to their event. Any such repairs or replacements will be sufficient to restore the used space or other parts of the Licensors' premises affected by the event to condition equal to that at the time this agreement went into effect. Licensors, not Licensee will procure repair or restoration work and materials and will provide detailed billing and accounting to Licensee when such restoration is completed.

CATERING/CONCESSIONS: Licensors reserves all catering and concession rights for the event, including but not limited to food and beverage sales. Licensee may not bring food or beverages into the licensed facility without authorization from Licensors Management. All independent Caterers engaged by Licensee must be approved (30) days in advance of the event, and Licensors reserves the right to refuse any Caterer for any reason and is not required to publish Licensors' reason for such refusal. Licensee agrees that all non-Licensors (non-church) Caterers are contractors or sub-contractors for the Licensee, and not the church.

When catering or other services are performed in the licensed facility by persons approved in advance by Licensors, said caterer or other service provider will only have access to Licensors' Kitchen Facilities, storage areas and media equipment as agreed and scheduled in advance with Licensors. However, all caterers and other service providers using Licensors equipment must be supervised by a church employee competent in that area, and Licensee shall pay additional charges for that supervision. Any supervising or additional church staff working the event will not be paid by or considered to be an employee of Licensee, their caterer or other service provider.

PARKING: Licensors reserves all parking rights and privileges with respect to any parking on the premises of the facility. Licensors may schedule multiple events on its campus, and paid parking in designated lots may be implemented at the discretion of Licensors, if agreed in advance with Licensee. Licensors does not guarantee adequate, immediate proximate parking for every event if its regularly scheduled events draws attendees greater than the existing capacity of Licensors' lots.

SPACE CHANGES: In cases where Licensors grants Licensee multi-day or total facility use, if Licensors' other single-day events overlap, Licensors retains the right to assign an alternate space for use by the Licensee, to continue Licensors' Mission.

STORAGE: Licensee assumes all responsibility for any goods or materials that may be placed in storage with Licensors before, during or after the event. Licensors will not reimburse Licensee or their equipment providers for any materials left on Licensors premises before, during or after the event.

REMOVAL OF PROPERTY: Licensee agrees that all materials pertinent to the event which are not the possession of the Licensors will be removed from the premises before the expiration date/time of this agreement. Licensors is not responsible for any materials not removed by Licensee at the expiration of this agreement.

OCCUPANCY: Licensors will have the right to determine when the maximum number of persons, have been admitted in accordance with fire code and/or Licensee's stated maximum numbers.

OBJECTIONABLE PERSONS: Licensors reserves the right to eject or cause to be ejected from the premises any objectionable person or persons. Neither Licensors nor any of its officers, agents or employees shall be liable to Licensee for any damage that may be sustained by Licensee through the exercise by Licensors of such right.

JURISDICTION: This agreement will be governed by, and construed in accordance with, the laws of the State of Georgia, without regard to its conflict of law provisions. Licensee hereby submits to the jurisdiction of the Georgia Courts and will obtain and maintain an agent for services of

process in the State of Georgia. Neither party will bring an action against the other party arising out of or relating to this agreement in any form or venue except the Superior Court of Hall County, Georgia. Licensee irrevocably waives any present or future objections to such venue for any such legal action and irrevocably waives the right to bring any action in any other jurisdiction.

COMPLIANCE WITH LAWS AND REGULATIONS: Licensee understands that the First Baptist Church campus is an alcohol, tobacco and firearms free property. Licensee will comply with all laws, ordinances and regulations adopted or established by federal, state, or local governmental agencies or bodies; and by all facility rules and regulations as provided by Licensor, and Licensee will require that its agents, employees and all guests likewise so comply. Licensor has the right to shut down Licensee's event with no recompense if any of prohibited items are brought into and used/displayed within the facility.

No activities in violation of federal, state or local laws shall be permitted on the premises, and it shall be the responsibility of the Licensee to enforce this provision. No lewd or indecent actions, conduct, language, pictures, or portrayals shall be included in the activities or events presented by Licensee on the premises. Nothing may be presented, used, or sold that is contrary to law or prohibited by ordinances of the City of Gainesville, and Licensee agrees to abide and be bound by the decision of the Licensor should any questions arise under this paragraph.

LICENSOR'S RIGHT OF ENTRY: In permitting the use of the space herein before mentioned, Licensor does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of said premises. Duly authorized representatives of the Licensor may enter the premises to be used, and all of the premises, at any time on any occasion without any restrictions whatsoever. All facilities, including the area which is the subject of this agreement, and all parking areas, shall be always under the charge and control of Licensor.

EMERGENCY CANCELLATION BY LICENSOR: Licensor reserves the right to cancel any scheduled licensed event when it determines that such could potentially cause unsafe conditions for the Licensee, spectators, or general public, and/or damage to the facility and/or grounds. Further, the Licensor maintains authority to close the facility any time it deems it to be in the best interest of the public with no obligation or liability of any kind to Licensee. In the event of a Local or Regional Emergency, Licensor may grant the Red Cross, Hospital or other emergency personnel partial or complete use of Licensor facilities, in lieu of Licensee. In such case, all funds paid by Licensee shall be returned within one week to Licensee.

NON-ASSIGNMENT: Licensee will not assign, transfer, or subject this agreement or its right, title or interest therein without Licensor's prior written approval.

INDEMNITY: Licensee agrees to indemnify, defend, and hold harmless the Licensor against all damages, expenses, costs, fees, charges, loss and liability, whether groundless or otherwise, which may be now or hereafter incurred against Licensor by reason of any suits, actions, claims, proceedings, judgments or administrative rulings arising out of or in connection with the use by Licensee of the licensed facility of the First Baptist Church or any portion thereof. Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. All parties are assuming this risk by entering these premises. Initials _____

SUIT TO ENFORCE: In the event Licensee fails to comply with the terms of this agreement, the Licensee shall be responsible for payment of attorney fees and all costs of court incurred by Licensor.

COMPLETE AGREEMENT: All terms and conditions of this written agreement shall be binding upon the parties, their heirs or representatives and assigns, and cannot be waived by any oral representation or promise of any agent or other representative of the parties hereto unless the same be in writing and signed by duly authorized agent or agents who executed this use agreement. Such written document must be incorporated by specific references herein as a part of this use agreement.

APPROVAL OF CONTRACT: It is agreed that this contract will not be in force until both parties have signed it and the agreed deposits received by Licensor.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed and dated the day and year first above written.

LICENSOR:
FIRST BAPTIST CHURCH OF GAINESVILLE, GA

LICENSEE: X _____

Phone # _____

E-Mail _____

ADDRESS _____

BY: _____
Carrie L. Owens

COMPANY/ORGANIZATION: _____

DATE: _____

DATE: X _____

BANQUET HALL INFORMATION

FBC will set up and take down tables and chairs. FBC will remove trash; if you bring in something you want to keep (decorations etc...) please take it with you after the event.

You must use a caterer from our approved caterer list. The group that is renting the space is responsible for contacting the caterer and getting a quote from them.

There is a \$25/hr charge when caterer is present; billed after the event.

There is a \$35/hr charge for sound or video tech service; billed after the event.

There is a \$500 refundable damage deposit for all events.

Linens are \$5.50 per cloth

FBC pays to have them laundered

Each quad will hold 12 tables/8 chairs per table = 96 people

No glitter or open flames are allowed.

For Saturday evening events, client must vacate the premises by 9:30pm.

Cancellations:

Full or partial – No refund unless notified at least 90 days before the event.

Reserving the Sanctuary and Chapel for Weddings

- Will not hold/reserve until ½ of Space cost is paid, all of the \$500 damage deposit is paid and contract is signed.
- Packet with info can be picked up, mailed, or emailed and should be returned within 2 weeks of receiving it
- Rehearsal scheduled night before – usually 6:00, have to know for calendar, part of the paperwork

Sanctuary holds 1200-1400

Chapel holds 250-300

The bridal party isn't allowed to move/remove anything. We will have it setup for them.

Chapel:

Choir chairs are removed

Minister chairs are removed

Both pulpits are removed

Piano & Organ cannot be moved

Altar table is moved up and back against the alcove

Sanctuary:

Choir chairs cannot be removed

Minister chairs are removed

Pulpit is removed

Piano & Organ cannot be moved

Altar table is moved up and back (in front of the choir)

The altar table may NOT be removed and can only be moved back