



**FIRST BAPTIST**  
*of* **GAINESVILLE**

**First Baptist Church  
Gainesville, GA  
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 (“until 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 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 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 Office Administrator to reserve the sanctuary or chapel. The attached contract must be initialed, signed and returned to the Office Administrator along with a check for one half of the space charges plus the refundable damage deposit within two weeks to book the space. 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 a 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 Church to invite the guest minister. Please have your minister call the church office at 770-534-7354.*
5. The music used in the ceremony should be appropriate for a church service. 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 wax 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, 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 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, the damage deposit will be non-refundable and any damage above the amount of the damage deposit will be billed to the responsible parties.
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.
10. Due to the difficulty of extensive cleaning and the possibility of someone slipping and falling, no flower petals, no open flame candles, confetti, glitter, rice, birdseed, or helium balloons are permitted inside or outside the church building.
11. A list of fees is attached. These charges are necessary because of the heavy utility expense and for the purpose of covering other church expenses involved. If the bride or groom is a member of First Baptist church, including any of their parents, grandparents, or children, they will receive a "Church Member" rate. **Payment of one half the space charges plus the refundable damage deposit is required within two weeks to hold the date for your use. The remaining balance of the space charge is due one (1) month before the event. The remaining balances for kitchen, sound, linens, and kitchen services etc....will be billed after the event.** Gratuities to the Pastor, Wedding Coordinator, and Musicians should be taken care of separately.
12. Arrangements for receptions in the church Parlor or Banquet Hall must be made with the Office Administrator. Saturday receptions will conclude by 8:00pm to allow the maintenance crew time to prepare the facilities for Sunday morning worship. Failure to do so will result in a \$35 per hour additional charge. 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 Office Administrator. If you use a caterer that is not on our approved catering list, they must complete the paperwork to become an FBC approved caterer and returned 90 days prior to event.
13. 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.

14. 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 sign here that you have read and accept these policies.**

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**Signature**

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**Print name**

**Please return this page.**



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## ***Wedding Rental Packages***

### ***Sanctuary Wedding Package***

Wedding Rehearsal in the Sanctuary (maximum of 2.5 hours)

Full use of the Sanctuary the day of the wedding (maximum of 6 hours)

Includes the use of the Parlor and Kitchen

Use of the beautiful gardens and grounds

Sound Technician

FBC Member Rate \$2,000.00

FBC Non-Member Rate \$3,000.00

### ***Chapel Wedding Package***

Wedding Rehearsal in the Chapel (maximum of 2.5 hours)

Full use of the Chapel the day of the wedding (maximum of 6 hours)

Includes the use of the Parlor and Kitchen

Use of the beautiful gardens and grounds

Sound Technician

FBC Member Rate \$1,000.00

FBC Non-Member Rate \$2,000.00

**Note:** These packages do not include the Minister's services. Ministers are to be paid separately. The suggested rate of \$250.00-\$400.00 at the discretion of the family.

#### ***Other Fees:***

Late departure fee-\$100.00/HR

A refundable damage deposit in the amount of \$800.00 due at the time of the reservation. The damage deposit will be refunded once all fees have been paid.

Maintenance Director/Set-up: Bo Rodgers (706) 768-5806  
Sound Technician: Charles Phelps (678) 936-2947



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## ***Banquet Hall Rentals***

Full use of the Banquet Hall and Lobby are available for rehearsal dinners and receptions. The cost to reserve the Banquet Hall and Lobby is \$2,000.00 for FBC Member and \$3,000.00 for a Non-Member.

### **Other Fees associated with the use of the Banquet Hall**

Sound Technician-\$35.00 per hour.

Kitchen Fee-\$50.00 per hour if FBC culinary services are needed.

Host Fee-\$25.00 per hour if FBC culinary services are not needed.

Linens-\$6.00 per linen

Cloth Napkins-\$.25 per napkin

**A refundable damage deposit in the amount of \$500.00 is due at the time of the reservation. The damage deposit will be refunded once all fees have been paid.**

**Please view the approved caterers from the provided list. If you would like to use a caterer not on the list, please be aware that the caterer will need to become an approved caterer prior to the event to use FBC facilities.**

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### **Sanctuary/Chapel Information**

Sanctuary holds 1200 people

Chapel holds 250 people

#### **Chapel:**

Choir chairs are removed

Minister chairs are removed

Both pulpits are removed

Altar table is moved up and back against the alcove

Piano and organ cannot be moved

#### **Sanctuary:**

Choir chairs cannot be removed

Minister chairs are removed

Pulpit is removed

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

Piano and organ cannot be moved

### **Banquet Hall Information**

Space booked separately, additional fees are incurred

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

The Banquet Hall has four quads. Each quad holds 12 tables/8 chairs per table = 96 people

**Note:** The bridal party isn't allowed to move/remove anything. Maintenance will do all set-ups.

### **First Baptist Church Fee Sheet**

Space rental includes set-up time noted



**LICENSEE cancellation from the Licensee on or before (90) calendar days before the Event Date, then the church will refund 50% of all deposits, within (30) days after cancellation.** Otherwise, all deposits and payments will be retained as liquidated damages and payment in full for the surrendered reservation. The Licensee postponing an event reservation will not avoid the surrender of deposits as specified above.

Initials \_\_\_\_\_

**SPACE USE SERVICES PROVIDED:** With every reservation, Licensor will provide heating/air conditioning, overhead light, one room set-up of furniture already owned by Licensor, and clean-up for event days. All other services or conditions will be at the expense of Licensee.

Initials \_\_\_\_\_

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

**STAFFING:** This document only reserves Space and Use and does not include additional labor services such as Sound and Media Technicians, Kitchen, or Catering charges. These charges will be invoiced after the event. Initials \_\_\_\_\_

**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 Licensor Management and invoiced after the event. Licensor is responsible for laundering table linens after events. The costs for laundering are \$5.50 a linen and will be invoiced after the event. Initials \_\_\_\_\_

**DAMAGES:** The Licensee promises to pay for all damages to the premises, property and equipment caused by the event participants. Any repairs or replacements will be required to restore the used space or other parts of the Licensor's premises affected by the event to a condition equal to that at the time this agreement went into effect. Licensor, not Licensee, will procure repair or restoration work and materials and will provide detailed billing and accounting to Licensee when restoration is completed. The Licensee shall not drive or permit to be driven nails, hooks, tacks, or screws into any part of the building or equipment and will not make or allow to be made any alterations of any kind to the building. Due to the difficulty of cleaning and the possibility of someone slipping and falling, no open flame candles, confetti, glitter, rice, rose petals, birdseed, or helium balloons are permitted inside or outside the building. Initials \_\_\_\_\_

**REMOVAL OF PROPERTY AND STORAGE:** Licensee agrees that all materials pertinent to the event which are not the possession of the Licensor will be removed from the premises before the expiration date/time of this agreement. Licensor is not responsible for any materials not removed by Licensee at the expiration of this agreement. Licensee assumes all responsibility for any goods or materials that may be placed in storage with Licensor before, during or after the event. Licensor will not reimburse Licensee or their equipment providers for any materials left on Licensor premises before, during or after the event. Initials \_\_\_\_\_

**INSURANCE:** All Licensees are required to have insurance and submit to Licensor a certificate of insurance upon the signing of this contract. The Licensee must provide public liability insurance in the amount of not less than \$1,000,000 for injuries sustained by one person, \$1,000,000 for injuries to two or more persons, and \$100,000 for property damage coverage each occurrence, naming Licensor as additional insured. Insurance must cover all dates of usage of the Premises, including load-in and load-out dates.

Initials \_\_\_\_\_ or non-Applicable \_\_\_\_\_

**SIGNS AND POSTERS:** Licensee will not post or allow to be posted any signs, cards, or posters except upon such display areas as Licensor 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 Licensor. Initials \_\_\_\_\_

**CATERING/CONCESSIONS:** Licensor 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 Licensor Management. All independent Caterers engaged by Licensee must be approved (30) days in advance of the event, and Licensor reserves the right to refuse any Caterer for any reason and is not required to publish Licensor's reason for such refusal. The caterer or other service provider will only have access to Licensor's kitchen facilities, storage areas and media equipment as agreed and scheduled in advance with Licensor. However, all caterers and other service providers using Licensor 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. Initials \_\_\_\_\_

**LICENSOR'S RIGHT OF ENTRY:** In permitting the use of the space, the Licensor does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of the premises. Duly authorized representatives of the Licensor may enter 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. Initials \_\_\_\_\_



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

**OBJECTIONABLE PERSONS:** Licensor reserves the right to eject from the premises any objectionable person or persons. Neither Licensor 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 Licensor of such right. Initials \_\_\_\_\_

**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. 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. Initials \_\_\_\_\_

**COMPLIANCE WITH LAWS AND REGULATIONS:** Licensee understands that the Licensor's campus is an alcohol, tobacco, and firearms free property. No lewd or indecent actions, conduct, language, pictures, or portrayals shall be included in the activities or events presented by the Licensee on the premises. Licensee will comply with all laws, ordinances and regulations adopted or established by federal, state, or local governmental agencies or bodies; and abide 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. Licensee agrees to abide and be bound by the decision of the Licensor should any questions arise under this paragraph. Initials \_\_\_\_\_

**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 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. Initials \_\_\_\_\_

**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 Licensor 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 \_\_\_\_\_

**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.

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 \_\_\_\_\_



**FIRST BAPTIST**  
*of* GAINESVILLE

**PREFERRED FOOD CATERERS**

**DBA Houndstooth Grill LLC (approved)**

Relax Restaurant & Bar  
Yanis Latsis  
6323 Grand Hickory Drive  
Suite 200a  
Braselton, GA 30517  
770-967-2225  
[yanislatsis@gmail.com](mailto:yanislatsis@gmail.com)  
[Houndstoothgrillbar.com](http://Houndstoothgrillbar.com)

**LONGSTREET CAFÉ (approved)**

Steve Dunn  
770-534-7010  
[Cafelongstreet2@yahoo.com](mailto:Cafelongstreet2@yahoo.com)  
[Longstreetcafe.com](http://Longstreetcafe.com)

**LORETTA'S COUNTRY KITCHEN (approved)**

[Grant Nichols](#)  
[770-535-0703](tel:770-535-0703)  
[4305 Mundy Mill Road](#)  
[Oakwood, GA 30566](#)  
[Lorettascatering@yahoo.com](mailto:Lorettascatering@yahoo.com)

**EASY B'S MARKET AND CAFÉ (approved)**

Tim Broxton  
770-589-1070  
2480 Limestone Pkwy  
Gainesville, GA 30501  
[easykitchen@gmail.com](mailto:easykitchen@gmail.com)

**POP CATERING AND EVENTS**

678-538-6394  
[popcateringandevents@gmail.com](mailto:popcateringandevents@gmail.com)

**CHEF KERN'S**

770-380-1812  
[chefkern@chefkern.com](mailto:chefkern@chefkern.com)

**AUNTIE'S SOUL FOOD**

678-616-3112  
MHME.NU

**AMANDA'S FARM TO FORK**

770-540-1035  
[amanda@amandasfarmtofork.com](mailto:amanda@amandasfarmtofork.com)

**JOHNNY'S BAR B QUE**

Zach Ivey  
1710 Cleveland Hwy  
Gainesville, GA 30501  
770-536-2100  
[Zackjohnnys7@gmail.com](mailto:Zackjohnnys7@gmail.com)

**EL CARRETON**

400 Pearl Nix Pkwy  
Gainesville, GA 30501  
678-622-8891  
[www.elcarretongainesville.com](http://www.elcarretongainesville.com)

### **HONEYBROOK CATERING**

[Helen – 706-200-6089](tel:706-200-6089)  
[747 Duncan Bridge Road](http://747DuncanBridgeRoad.com)  
[Sautee Nacoochee, GA 30571](http://SauteeNacoochee.com)  
[operations@honeybrookcatering.com](mailto:operations@honeybrookcatering.com)

### **BOXED LUNCHES**

### **HONEYBAKED HAM**

770-287-1773  
1237 Thompson Bridge Rd  
Gainesville, GA 30501

### **NADINE'S**

706-878-6023  
3 Courthouse Square  
Cleveland, GA 30528  
-minimum is 20 boxed lunches

### **SOUTHERN BAKED PIE COMPANY**

Mallory Bayer  
706-429-5324  
[Mallory@southernbakedpie.com](mailto:Mallory@southernbakedpie.com)  
Southernbakedpie.com

### **PUBLIX (any Publix can help)**

770-534-1350

879 Dawsonville Hwy  
Gainesville, GA 30501  
-pick-up only

**PUZZLE PIECE PASTRIES**

678-696-8319  
678-467-7734 -cell (call or text)  
1398 Thompson Bridge Rd  
Gainesville, GA 30501  
[brittany@puzzlepiecepastries.org](mailto:brittany@puzzlepiecepastries.org)

**AMANDA'S FARM TO FORK**

770-540-1035  
[amanda@amandasfarmtofork.com](mailto:amanda@amandasfarmtofork.com)