



FIRST BAPTIST CHURCH MARIETTA

WEDDING GUIDELINES FOR NON-MEMBERS

OF FIRST BAPTIST CHURCH MARIETTA MEMBERS

Congratulations on your engagement and forthcoming wedding! This is such a special occasion, one for which you have waited your entire life. We here at First Baptist Church Marietta want your wedding to be special and perfect in every way. To have a worshipful wedding ceremony, many important decisions must be made. We are here to help you prepare for the most exciting day of your life.

We would like to help you get organized with things you need to know about the Church. After your wedding date has been approved, you will begin to make many plans. Before you start, please read these Wedding Guidelines very carefully to help you make your plans for your special day. If you follow these guidelines, you will be able to enjoy your wedding day to its fullest.

Please read all included guidelines carefully. Note that the Usage Agreement must be completed before the date is secure. Each page in this Agreement must be signed indicating that the information has been read and that the wedding party understands and is responsible for the information on that page.

Part 1 – Fees

Part 2 – Scheduling

Part 3 – Officiant; Marriage License; Wedding Directors

Part 4 – Music, A/V, Flowers, Church Fixtures, Photography, Video

Part 5 – Other Limitations/Restrictions; Parking

Part 6 – Usage Agreement (Signature Page, 2 pages)

Part 1 – Fees

Event Booking Fee..... \$100.00

- 1) This booking fee is required to secure your date.
- 2) This booking fee is not refundable if the wedding is cancelled by the wedding party.
- 3) This fee will be applied to (deducted from) the final cost of your rental fee.
- 4) This fee must be paid at the time of the booking for your wedding.

Security Deposit (Refundable if conditions are met)..... \$500.00

- 1) Refundable within ten days after the wedding if the following has been met:
 - a) No damage to the church has occurred. (Leave the church as you found it.)
 - b) No additional custodial labor is required beyond the normal functions of custodial services. Examples: extensive carpet cleaning, cleaning after rose pedals have damaged the carpet, marks on the walls or pews, etc.
 - c) All vendors (photography, flowers, musicians, etc.,) have abided by the guidelines provided later in this document. Please note: the wedding party is ultimately responsible for the conduct of all vendors and a portion of, or all of the deposit can be withheld if any damage or conduct is in violation of the activities of those vendors.
- 2) Deductions will be withheld in increments of \$150. per violation.

Wedding (Rehearsal and Event) in Chapel - NON REFUNDABLE \$1,200.00

Wedding (Rehearsal and Event) in Sanctuary- NON REFUNDABLE \$1,500.00

Live-Stream Video operator (Sanctuary Only) \$175.00

Live-Stream Audio operator (Sanctuary Only)..... \$100.00

Checks can be written to: First Baptist Church Marietta with the name of the wedding party in the check's memo line.

The following are professional fees and are not fees payable to the church but are suggested guidelines for paying these individuals directly—not to/through the church:

Officiate (Minister).....	\$350
Organist	\$350
Pianist.....	\$350
Soloist	\$250 each
Instrumentalists.....	\$250 each

- **There is a separate document available which provides information about Wedding Receptions held at the church.**

Signature Required for Part One:

Part 2 – Scheduling

- 1) For a “Member” Wedding, the wedding couple must be a church member of FBCM for at least the past 14 months. If interested in church membership, please see one of the ministers for more information on how to become a FBCM member.
- 2) All facility reservations (wedding rehearsal, event, on-side reception) are made through the Administrative Assistant responsible for the FBCM Master Calendar.
- 3) Your requested date(s) will be placed on the church calendar pending approval by the church ministerial staff. It is only officially on the calendar after this step has been cleared by the church ministerial staff.
- 4) Once approved by the ministerial staff, the date and time will be confirmed and placed on the calendar after reception of the **\$100 Booking Fee (See Part One)**.
- 5) Without a) ministerial approval or b) paid booking fee, all dates related to the wedding are not officially on the calendar and other church events can take the place of those dates.
- 6) The condition/look of the facility is subject to change without notice and no refund will be awarded for said changes.
- 7) First Baptist Church Marietta reserves the right to refuse to allow your event under certain conditions, such as but not limited to the following:
 - a) Conflicts with FBCM church doctrine, beliefs, or procedures.
 - a) Absolutely no weddings will be allowed on Sundays.
 - b) Absolutely no weddings will be allowed on Wednesdays.
 - c) Absolutely no weddings will be allowed on Holidays including, but not limited to, New Years, Christmas, Palm Sunday, Easter Sunday, Memorial Day, Independence Day, Labor Day, or Thanksgiving.
- 8) In addition, we reserve the right to refuse to allow a wedding if there is a conflict with other scheduled events.
- 9) Weddings are possible in late December with prior special approval and the understanding that no church Christmas decorations can be moved or altered.

Wedding rehearsals and ceremonies are scheduled on the following days and times only:

1) REHEARSAL

- a) Thursday or Friday Between the hours of 4:00pm and 6:00pm
- b) Rehearsal times will not exceed one hour and should be confirmed with the Officiating Pastor before setting the day/time.
- c) Please make sure your wedding party is on time as rehearsals begin promptly and no exceptions will be made for late arrivals.

2) CEREMONY

- a) Friday Ceremony to begin between 5:00pm and 6:00pm
- b) Saturday..... Ceremony to begin between the hours of 1:00pm and 6:00pm

Signature Required for Part Two:

Part 3 – Officiant; Marriage License; Wedding Directors

OFFICIANT / PRE-MARITAL COUNSELING

- 1) The Senior Pastor or one of the Ministers of FBCM will be required to officiate/participate at all wedding services.
- 2) Pre-marital counseling with the Officiating Pastor is a requirement for marriage.
- 3) It is the responsibility of the bride and groom to schedule a meeting with the Officiating Pastor at least two months prior to the wedding.

MARRIAGE LICENSE

- 1) The marriage license is to be in the hands of the Pastor at the wedding rehearsal.
- 2) No wedding will proceed until the marriage license has been presented to the officiating Pastor prior to the ceremony, preferably at the rehearsal.

WEDDING DIRECTORS

- 1) FBCM provides a well-trained Wedding Directors to assist with the details of your wedding and oversees both rehearsal and the ceremony.
- 2) No outside directors are allowed.
- 3) Upon conclusion of your wedding, the Wedding Director and a Church officer or designee will inspect the premises for damage sustained because of your event.
- 4) If damages occur, you will be responsible for repairs needed **(See Part One)**.
- 5) A Church officer reserves the right to designate any personnel replacements to assist with your event at will.
- 6) We require you to meet with the Wedding Directors at least once prior to your wedding day to ensure that your special day goes as smoothly as possible.
- 7) Our current Wedding Directors are:
 - Mrs. Lynn Hall: Lynnhall53@gmail.com
 - Mrs. Nancy Dorsey: nmdorsey@bellsouth.net

Signature Required for Part Three:

Part 4 – Music, AV, Flowers, Church Fixtures, Photography, Video

1) MUSIC / SOUND SYSTEM (AV)

- a) To ensure that the music meets the worship-service criteria you are required to discuss your selections with the Minister of Worship Arts.
- b) The Minister of Worship Arts will work with you on all sound equipment needs for special music and vocalists. Only FBCM Sound Techs are permitted to operate our sound equipment. This “live audio” sound tech fee is included in your wedding fee and is not an extra fee.
- c) Live-Streaming is possible for Sanctuary weddings only but fees for the two additional operators (live-stream video, live-stream audio) are separate from the fees for “live sound” operators and must be paid directly to the operators before the service begins.
- d) It is the responsibility of the wedding party to secure the services of all musicians. See the following for special arrangements for an organist (Sanctuary) if needed for your event.
 - i) **Sanctuary Pipe Organ:** Our pipe organ is a unique instrument that requires special skills to play. FBCM Staff Musicians (Organist Team) are the only authorized musicians to play this organ and must have first refusal before considering and outside organist.
 - ii) However, if any other musician is requested by the wedding party, this musician must be approved the Minister of Worship Arts before this individual is permitted to practice on or play the organ in the wedding.
- e) **Sanctuary or Chapel Piano or Chapel Organ:** Approval for playing the piano (or Chapel organ) requires less approval, however we urge you to consider any member of our Church Pianist Team first. When you contact the Minister of Worship Arts, all these and other details can be discussed.

2) DECORATIONS / FLOWERS / FURNITURE / FIXTURES

- a) The church will be available to decorate three hours prior to the ceremony.
- b) Decorations will need to be removed from the Sanctuary or Chapel within one hour following the conclusion of the ceremony.
- c) No nails, tacks, staples, or tape may be used to attach decorations to any part of the church.
- d) Only encased/chase candles are to be used. **No wax candles are allowed under any circumstance.**
- e) No candles can be carried, mounted to the pews, or used in the windows.
- f) Choir and Orchestra chairs, stands, instruments, benches, railings, and other items that are a part of the church may not be moved, removed, or placed in a different position/location for weddings.
- g) Live or silk flowers/petals may be dropped on the carpet and must be picked up by the wedding party.
 - i) If the Weddings Directors or Facilities Team are to clean up the petals, a \$200.00 fee will be automatically deducted from your Security Deposit.
 - ii) Please designate a member of your wedding party to remove the petals after the wedding concludes.

Signature Required for this portion of Part Four:

Part 4 - Continued

It is the responsibility of the Wedding Party to communicate the following guidelines to photographer and videographers engaged for this wedding. Note that portions of the Deposit will be deducted from the final settlement after the wedding for any violations to these guidelines (see Part One). If your photographer/videographer requires clarification, it is best to have those discussions well before the wedding date, not at the wedding.

3) PHOTOGRAPHY

The importance of the wedding to families and friends makes the preservation of the event in photo and/ or recording an essential part of the wedding.

- a) The facility is available to the wedding party three hours prior to the wedding. This is ample opportunity for pictures.
- b) Because the wedding is a worship service, **no flash pictures may be taken during the ceremony**. This is strictly enforced and **\$150 will be deducted** for **each occurrence** of a violation of this requirement. Please emphasize this with your photographer to avoid a \$150 deduction from your deposit.
- c) Photography inside the Sanctuary/Chapel must be completed 30 minutes prior to the ceremony so that the candles can be lit, guests seated, pre-wedding music to begin, etc.
 - i) The ushers should be available at this time also. Photography may continue with the bride and bridesmaids outside of the building or in dressing rooms.
- d) The photographer may not enter the Sanctuary to take pictures after the pre-wedding (pre-nuptial) music begins 30 minutes prior to the ceremony.
 - i) Special considerations are available but must be pre-approved by the Wedding Directors. Such exceptions would still limit the photographers to remain in the rear of the sanctuary. **No photographer may be near the stage area during the wedding ceremony**.
 - ii) Following the ceremony, the wedding party may return to the altar to finish their photographs to be completed within 30 minutes after the conclusion of the wedding service itself.

4) VIDEOGRAPHY (Contracted Videographers)

- a) Video cameras placed in the rear of the worship space are permitted.
 - i) The cameras may not use additional lighting.
 - ii) Cameras at the back of the church may be attended but may not be moved around during the ceremony.
- b) Cameras at the front of the church (near the stage) must be turned on 30 minutes prior to the ceremony and left completely unattended.

Signature Required for this portion of Part Four:

Part 5 – Other Limitations/Restrictions; Parking

Violations of any of the following will result in financial deductions from the Deposit. Strictly enforced.

- 1) No alcoholic beverages of any kind permitted on church property.
- 2) No weapons of any kind are permitted on church property.
- 3) No reckless driving in/through Church parking lots/property access roads.
- 4) The use of profane, vulgar language or the playing of explicit, violent, vulgar music on Church property.
- 5) No smoking on church property inside or out in parking areas. This policy is especially strictly enforced.
- 6) Posting signs, affixing signs, printing signs, or distributing signs or notices without permission/ approval from chairperson responsible for the area of promotion/activity.
- 7) No rice, birdseed, confetti, pets, doves, butterflies, balloons, aisle runners/aisle cloths or sparklers are permitted on church property.
- 8) No rock bands/music permitted on church property. DJ's/live bands playing period music, or "soft rock" will be allowed with prior approval. Anyone playing inappropriate music will be asked to stop immediately.
- 9) Teens/children under 16 years of age will not be left unattended in adjoining rooms while your event/meeting activity takes place.
- 10) No food or drink is allowed in the Chapel or Sanctuary.
- 11) No food or drink other than finger foods and water allowed in dressing areas.
- 12) Please clear all areas of all personal belongings as soon as the wedding and/or reception are over. The church is not liable for dresses, silver, handbags, or personal items lost, stolen, or damaged during the wedding and/or reception.

PARKING

- 1) Parking is included in the payment provided and is run by our parking company, Cornerstone.
- 2) Parking is permitted only during the ceremony with **one hour prior to the ceremony and one our post ceremony.**
 - a. All guests must follow the following guidelines. Cornerstone has authorization to fine, boot and/or remove any guests not following the below:
 - i. Smoking and drinking is not permitted in our lots.
 - ii. Guests are not permitted to park overnight nor leave their car in the lot to go into Marietta Square. They must pay for parking if they want too.
 - iii. If a member of the wedding party or a guest of the wedding create issues with our parking company or with the church staff, our teams have the authority to call the police and allow the police to manage the situation as they see appropriate.

Signature Required for Part Five:

Part 6 – Usage Agreement (1 of 2)

- 1) Your signature(s) below acknowledges that you are the responsible party and that you have read, understand, and agree to abide by the First Baptist Church Marietta Wedding Policy.

Initial: _____

- 2) The undersigned also agrees that if he/she, their guests, members of the wedding party or designated vendors damage church property, it is his/her obligation to repair, clean and or replace damaged items.

Initial: _____

- 3) An assessment by a Church officer or the Church officer's designee will determine whether damage to church property occurred because of your event.

Initial: _____

- 4) If damages or violations exceed the \$500 Deposit, not only will the Deposit be withheld and not returned, but additional costs associated with the assessment will be charged directly to the signatory on this document.

Initial: _____

- 5) Additional invoiced charges should be settled within 30 days of the date of receipt.

Initial: _____

- 6) All legal expenses and fees are assumed by the responsible party.

Initial: _____

Part 6 – Usage Agreement (Signature Page) (2 of 2)

Date of this Agreement: _____

Item 1: Booking Fee

Check Amount \$ _____ Check # _____ Date: _____ Rec'd by: _____

Item 2: Deposit

Check Amount \$ _____ Check # _____ Date: _____ Rec'd by: _____

Item 3: Wedding Event

Check Amount \$ _____ Check # _____ Date: _____ Rec'd by: _____

Item 4: Other:

Check Amount \$ _____ Check # _____ Date: _____ Rec'd by: _____

Responsible Party (Please print name)

Responsible Party (Please print name)

Signature

Signature

Witness

Witness

RESPONSIBLE PARTY CONTACT INFO:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Bride: _____ Groom: _____

Date/Time of Wedding: Date _____ Time: _____

Date/Time of Rehearsal: Date _____ Time: _____

Best Email Address:

Best Contact Phone: _____

This phone is: () Cellphone () Work () Home

Backup Contact Phone: _____

This phone is: () Cellphone () Work () Home