

General Guidelines

Wedding Information Sheet

To schedule a wedding at Calvary Baptist please complete a Wedding Information Sheet. After completion, the selected date will be approved at the next weekly staff meeting. Non-members cannot request a date more than six months in advance. After the date is approved we will notify you and all appropriate wedding fees will be due within 7 days. At this time please contact the Wedding Director for a discussion of these policies.

Hours of Operation

There will not be any weddings scheduled after 6:00 pm. Details on when the building will be opened and available will be worked out when confirming wedding plans. Church events and the time of the wedding will determine when the buildings will be available. On the day of the wedding, all buildings must be vacated by 9:00 pm.

Wedding Fees

All wedding fees are due seven (7) days after the approval of your wedding date.

FAILURE TO PAY ALL FEES DUE WITHIN THIS SEVEN (7) DAY PERIOD WILL RESULT IN YOUR LOSING THE DATE WHICH YOU HAVE REQUESTED. THE REMOVAL WILL BE AUTOMATIC AND YOU WILL NOT BE NOTIFIED.

Member Charges: Wedding Director, Custodial, Sound/Lighting.

Non-Member Fees: Building, Damage Deposit, Wedding Director, Custodial, Sound/Lighting.

Wedding Director Fee: \$350.00

Our Wedding Director is Mrs. Eula Shannon. She will communicate all the details of our wedding guidelines to all necessary parties. It is required that our Wedding Director will be here for the planning, rehearsal, and wedding day. Please contact her at 205-758-3486.

Calvary's director is the Church's representative and has the authority to enforce all of Calvary's wedding policies.

Responsibility of the Couple

Music

The couple is responsible for securing an instrumentalist for the service only when Calvary's instrumentalist is not available. A visiting organist must consult with the Music and Worship Staff to ensure all involved that the organist is competent to handle the 51 Rank Schlicker Pipe Organ in the sanctuary.

Miscellaneous

Children who are a part of the wedding must be at least 5 years old. It is your responsibility to tell the photographers and friends that no flash pictures are to be taken during the ceremony. All video taping must be done so as not to detract from the reverence of the wedding ceremony. Our Wedding Director will communicate with the photographer to locate an acceptable video taping location. A policy form will be given to the photographer and videographer. It is to be completed and returned to the Wedding Director.

Food Service Director Fee: \$200.00

If receptions are held at Calvary, it is required that the Food Service Director be present to direct the usage of the kitchen areas and equipment. A policy form will be given to the caterer to be completed and returned to the Wedding Director.

Custodial Fees:

Custodial service includes a custodian being on duty during the service. On the day of the wedding the custodian will be here one (1) hour before the wedding and will remain on duty until all clean up is completed.

Sanctuary	\$110.00
Chapel	\$110.00
Family Life Ctr	\$200.00

Building Fees:

Sanctuary	\$700.00
Chapel	\$500.00
Family Life Ctr	fee is accessed after setup request is reviewed.
Youth Annex	fee is accessed after setup request is reviewed.

Damage Deposit: (Non-Members) \$300.00

The deposit will be refunded within two (2) weeks following the wedding, provided there has been no damage to the buildings, carpet or furnishings by

Childcare

Calvary Baptist may be able to provide a list of qualified workers who have gone through a qualification process. Contact the Wedding Director for suggestions and procedures.

A location off-site from Calvary must be designated for childcare (house, apartment etc.). Calvary's facilities cannot be used due to the areas being cleaned and sanitized for regular Sunday morning programs.

A rate of \$10.00/hr. must be paid to each childcare worker. For each additional child, over three children, a dollar must be added to the hourly rate. (i.e. five children equals \$12.00). Parental instructions concerning feeding times, food allergies, naptime, etc. must be given to the workers before their designated time to care for the child(ren). A designated timeframe for care must be in writing and given to the workers. (i.e. Friday, 7/8/09 from 5:30—8:30 p.m.)

the wedding party or suppliers of services. The Wedding Director will notify the Financial Secretary at Calvary when the deposit can be returned.

Sound / Lighting Fee: \$150.00

Choir Loft Chair Removal Fee: \$300.00

Drum Equipment Take Down/Set-up Fee: \$250

Minister / Musician Fees:

The couple has the responsibility to discuss, agree upon, and pay these fees before the ceremony.

Payment:

Please make separate checks to :

Mrs. Eula Shannon, Wedding Director - \$350.00

Calvary Baptist Church for the total amount of the building, custodial, damage deposit, and sound/lighting fees, Food Service Director.

Facility Use

Care & Handling:

No food or drinks are permitted in the Sanctuary or Chapel. You are responsible for making sure that all food is kept in designated areas. Wax candles may be used if approved by the Wedding Director.

A limited number of candelabras may be available free of charge if arranged in advance.

No tape, nails or screws can be used on any of the woodwork or walls.

Florists and caterers must agree to abide by the following rules:

- Clean up after decorating for the wedding.
- Clean up after the wedding ceremony is over.
- Coordinate activities and times for delivery with our Wedding Director.

No rice or bird seed can be used on church property. Bottled bubbles are permitted.

Smoking, alcoholic beverages and dancing, are not permitted on church property.

A policy form will be given to the decorator to be completed and returned to the Wedding Director.

Receptions

Calvary has two locations for receptions. The Youth Annex is a facility for small receptions. The Family Life Center has space for a large reception group.

Technical Assistance

Weddings in the sanctuary will have use of the sound and lighting systems only when operated by Calvary's trained technical staff. (See Wedding Fees) Assistance with lighting, and placement of microphones will be indicated when making the wedding arrangements. A portable sound system is available for the Chapel. There is a \$25.00 fee for the use of this system for members and non-members.

Music

All music must be approved by the members of the Music and Worship Staff. Music selections must be submitted no less than six weeks prior to the wedding date.

Suggested Honoraria

If you are using the services of our pastor, or other staff ministers, an honorarium is suggested.

Pre-Marital Counseling

All couples must receive premarital counseling by an ordained minister or professional counselor before being married at Calvary.

When making a request for a wedding date, you are required to give, at that time, the name of the minister or counselor doing the counseling. If you choose to use a minister at Calvary please call two months in advance to schedule the required sessions. If you are not using a Calvary staff member please provide proof of your completed counseling to the pastor's secretary within two weeks of the wedding date.

Questions?

If you have any questions regarding these guidelines, please call the Wedding Director at (205) 758-3486.



Calvary Baptist Church

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