



**Riverchase Baptist Church
Wedding Policies**

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AGREEMENT OF THE BRIDE AND GROOM

We have read the wedding policies of Riverchase Baptist Church and agree to abide by these policies if we are permitted to use the church facilities. We will make every effort to ensure that our wedding party and those servicing the wedding and attending the wedding will do likewise. We agree to reimburse Riverchase Baptist Church for any damage to the church property resulting from any actions of wedding parties, guests, or vendors. We understand that by signing this agreement, we release Riverchase Baptist Church from any liability in case of an accident, loss or damage of personal property, theft inclement weather or power outages.

We have read the wedding policy and agree to abide by it. We understand that failure to do so will result in forfeiture of the security deposit and/or additional charges.

Bride's Signature

Groom's Signature

Date

Date



WEDDING APPLICATION

Bride _____	Groom _____
Address _____	Address _____
Phone (H) _____ (W) _____	Phone (H) _____ (W) _____
Cell _____ E-mail _____	Cell _____ E-mail _____
Christian? _____ Church Member? _____	Christian? _____ Church Member? _____
Where? _____	Where? _____
Parents: _____	Parents: _____
Parent contact phone: _____	Parent contact phone: _____

Please reserve for us:

____ Sanctuary
____ Fellowship Hall ____ Rehearsal Dinner ____ Reception

Wedding Date: 1st choice _____ 2nd choice _____ Time: _____

Rehearsal Date: 1st choice _____ 2nd choice _____ Time: _____

Approx. # in Wedding Party: _____
Ushers _____ Groomsmen _____ Bridal Attendants _____ Jr. Bridesmaids _____
Flower Girls _____ Ring Bearers _____ Guests Anticipated _____

Please provide as much of the following as possible. **It is the responsibility of the bride and groom to notify the Wedding Director of updates and changes.**

Minister _____ Business _____ Cell _____

Pianist _____ Business _____ Cell _____

Vocalist(s) _____ Business _____ Cell _____

Florist _____ Business _____ Cell _____

Photographer _____ Business _____ Cell _____

Videographer _____ Business _____ Cell _____

Address after marriage: _____

We have read the policies provided with this application and agree to abide by these if we are permitted the use of these facilities. We will make every effort to insure that our guests will do likewise.

Signature of Bride

Signature of Groom



BRIDE'S CHECKLIST

- _____ Read ALL policies and procedures before proceeding.
- _____ Turn in the **Wedding Application**, signed **Understanding of the Bride and Groom** along with the security deposit
- _____ Contact the Pastor to verify his availability and have wedding placed on his schedule
- _____ Schedule initial meeting with the Wedding Director
- _____ Have all meetings with minister completed by _____ (30 days prior to the wedding date)
- _____ Turn in **all** forms by _____ (30 days prior to the wedding date)
 - Notice for Musicians/Vocalists
 - Notice for Caterer
 - Notice for Photographer/Videographer
 - Facilities Manager Request
 - Sound/Lighting Technician Request
- _____ Make all payments by _____ (30 days prior to the wedding date)
- _____ Turn in marriage license to Pastor by _____ (10 days prior to the wedding date)
- _____ Schedule final meeting with the Wedding Director
- _____ Schedule wedding related activities with Wedding Director (access by florist, caterer, etc.)



NOTICE FOR MUSICIANS/VOCALISTS

(Provide a copy of this form to the Church Office at least 30 days before your wedding.)

Wedding at Riverchase Baptist Church on: _____

Bride: _____

Groom: _____

Please be advised of the following:

1. The list of wedding music and description of the musical instruments to be used during the service must be provided to the wedding director at least 30 days prior to the wedding date to secure approval from the Minister of Music.
2. You should leave the church facilities in the same condition as they found them. Alcoholic beverages, smoking, and use of illicit drugs are prohibited on the property (building and grounds) of Riverchase Baptist Church. Anyone who arrives intoxicated will be asked to leave the church property.
3. No items may be placed on the piano.
4. Because of normally scheduled events at the church, you are required to remove all musical instruments and related equipment immediately following the wedding and reception, unless specific arrangements are made with the wedding director. The church will not be kept unlocked beyond the completion time of the cleaning.
5. The church does not accept responsibility for equipment left following a wedding.

Musician/Vocalist: _____

Business Phone Number: _____

Emergency Phone Number: _____

Note: If multiple musicians and/or vocalist are used, prepare one form for each.



NOTICE FOR FLORIST

(Provide a copy of this form to the Church Office at least 30 days before your wedding.)

Wedding at Riverchase Baptist Church on: _____

Bride: _____ Groom: _____

Wedding day arrival time: _____

Please be advised of the following:

1. You are required to be on time for all appointments at the church.
2. Candles and candelabras are to be furnished by the bride.
3. Pews may be marked with flowers or bows.
4. No tacks, nails, tape, adhesives or other materials which may permanently deface the buildings or furnishings may be used in decorating.
5. Only Chace candles may be used. A polyethylene liner must be placed under candelabra to further protect the carpet. If candles are used in the choir loft, the choir chairs must also be protected. The florist should check all wicks for suitable length for quick and easy lighting.
6. No decorations of any type may be placed on the piano.
7. The pulpit furniture may be moved by church maintenance personnel ONLY.
8. The flower girl may only drop silk flower petals.
9. All flowers (other than those that are to be left for Sunday usage as prearranged with the Wedding Director) and other decorations should be removed immediately after the wedding service. We will not be responsible for any equipment left following the wedding and/or reception. The facility should be returned to the state in which it was found.
10. Because of normally scheduled events at the church, you are required to pick up all equipment immediately following the wedding and reception, unless specific arrangements are made with the wedding director.
11. The church does not accept responsibility for equipment left following a wedding and reception (this applies even when arrangements are made to pick up the equipment after the wedding date). The church will not be kept unlocked beyond the completion time of the cleaning.
12. You should leave the church facilities in the same condition as they found them. Alcoholic beverages, smoking, and use of illicit drugs are prohibited on the property (building and grounds) of Riverchase Baptist Church. Anyone who arrives intoxicated will be asked to leave the church property.

Florist: _____

Business Phone Number: _____ Emergency Phone Number: _____

Bride and/or Groom: _____



NOTICE FOR PHOTOGRAPHER/VIDEOGRAPHER

(Provide a copy of this form to the Church Office at least 30 days before your wedding.)

Wedding at Riverchase Baptist Church on: _____

Bride: _____ Groom: _____ Photo shoot start time: _____

Please be advised of the following:

1. You are required to be on time for all appointments at the church.
2. The photographer should arrange with the bride and groom to take as many pictures as possible prior to the hour for the wedding. A written schedule of the pictures to be taken is required. This prevents confusion and time lapse during the session.
3. To avoid wax spillage on the furnishings and carpet, the candelabra may not be rearranged for the photo session.
4. The photographer/videographer may choose to make pictures of the bride from the door of the sanctuary as she enters and exits the sanctuary. The photographer/videographer is not allowed to precede any of the wedding party down the aisle.
5. Extension cords, batteries, blank video tapes, etc., are not available from the church. The photographer/videographer is responsible for bringing all required equipment, checked, and in working order.
6. The photographer can take as many photographs as desired with the following exceptions:
 - A. No flash whatsoever during the service itself.
 - B. Photographer/videographer - No walking around during the service. No standing on any church furniture. All pictures, beginning with the processional of the family and throughout the ceremony, must be taken from the back of the sanctuary.
 - C. All rules apply to the videographer as well as the photographer. If a video is taken from the front, it will be a still camera with no one attending it during the wedding service. The camera is to be turned on at least 15 minutes prior to the processional and left throughout the wedding service.
7. Because of normally scheduled events at the church, you are required to pick up all equipment immediately following the wedding and reception, unless specific arrangements are made with the wedding director.
8. The church does not accept responsibility for equipment left following a wedding and reception (this applies even when arrangements are made to pick up the equipment after the wedding date). The church will not be kept unlocked beyond the completion time of the cleaning.
9. You should leave the church facilities in the same condition as they found them. Alcoholic beverages, smoking, and use of illicit drugs are prohibited on the property (building and grounds) of Riverchase Baptist Church. Anyone who arrives intoxicated will be asked to leave the church property.

Photographer/Videographer: _____

Business Phone Number: _____ Emergency Phone Number: _____

Bride and/or Groom: _____

Note: If multiple Photographers and/or videographers are used, prepare one form for each.



NOTICE FOR CATERER

(Provide a copy of this form to the Church Office at least 30 days before your wedding.)

Wedding at Riverchase Baptist Church on: _____

Bride: _____ Groom: _____

Wedding day arrival time: _____

Please be advised of the following:

1. You are required to be on time for all appointments at the church.
2. Because of normally scheduled events at the church, you are required to pick up all equipment immediately following the reception, unless specific arrangements are made with the wedding director.
3. The caterer is required to leave the kitchen and reception area in the same condition as which it was found. This includes the removal of all trash to the dumpster.
4. All supplies (candelabra, punch bowls, plates, serving items, table linens, etc.) are to be furnished by the caterer and/or wedding party.
5. The caterer is required to arrange the time for equipment and supplies to be brought to the reception area through the wedding director.
6. The church does not accept responsibility for equipment left following the reception (this applies even when arrangements are made to pick up the equipment after the wedding date). The church will not be kept unlocked beyond the completion time of the cleaning.
7. You should leave the church facilities in the same condition as they found them. Alcoholic beverages, smoking, and use of illicit drugs are prohibited on the property (building and grounds) of Riverchase Baptist Church. Anyone who arrives intoxicated will be asked to leave the church property.

Caterer: _____

Business Phone Number: _____

Emergency Phone Number: _____

Bride and/or Groom: _____



FACILITIES MANAGER REQUEST

(Provide a copy of this form to the Church Office at least 30 days before your wedding.)

Bride _____ Groom _____
 Phone _____ Phone _____
 Rehearsal Date _____ Time _____
 Rehearsal dinner in Fellowship Hall? Yes _____ No _____
 Wedding Date _____ Time _____
 Reception in Fellowship Hall? Yes _____ No _____
 Estimated number of guests? _____

Church facilities desired:

Sanctuary set-up instructions (see Form 9 for layout)

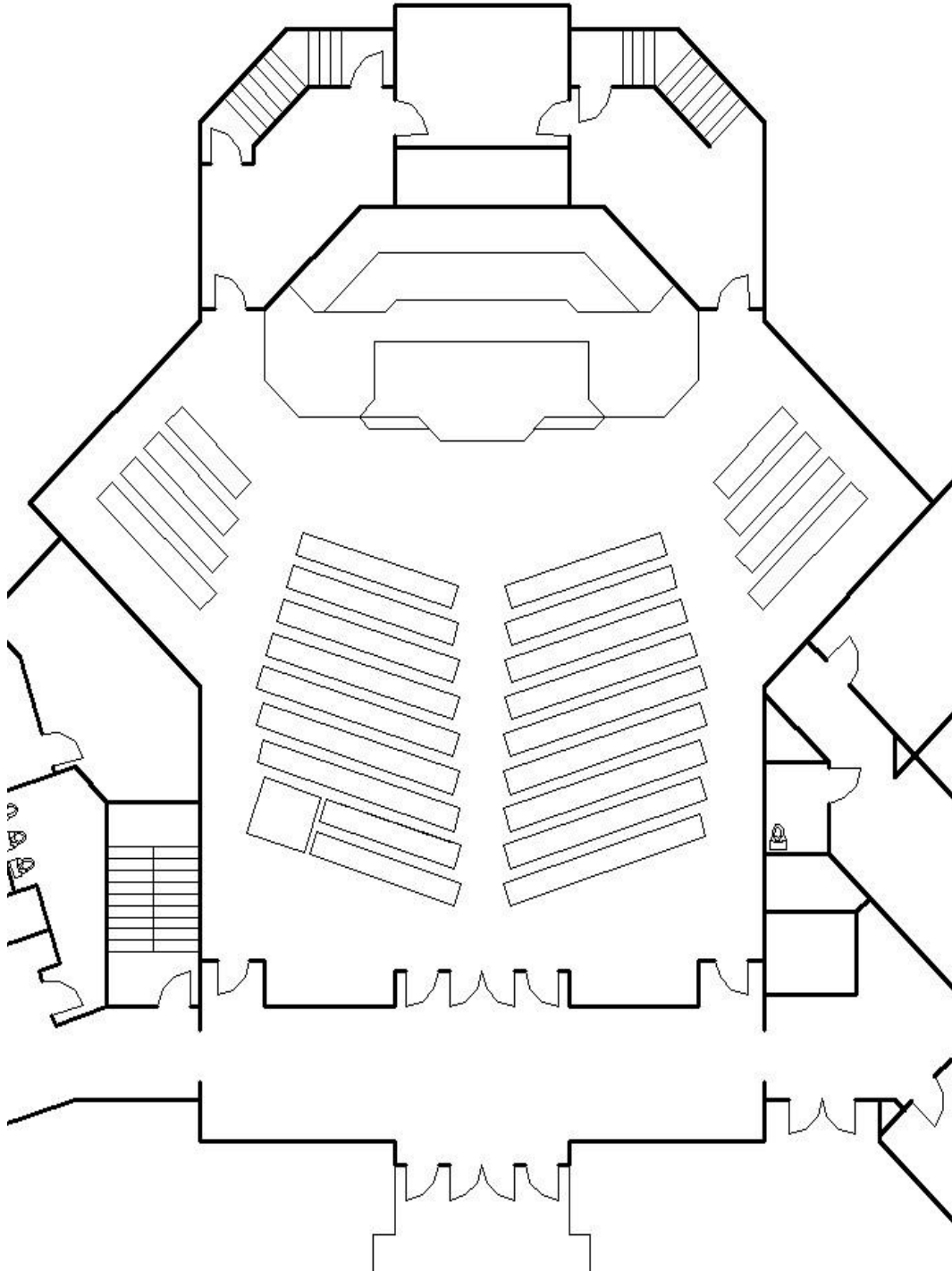
Remove Choir Chairs? _____

Fellowship Hall instructions (provide drawing of location of tables and chairs, use Form 10)

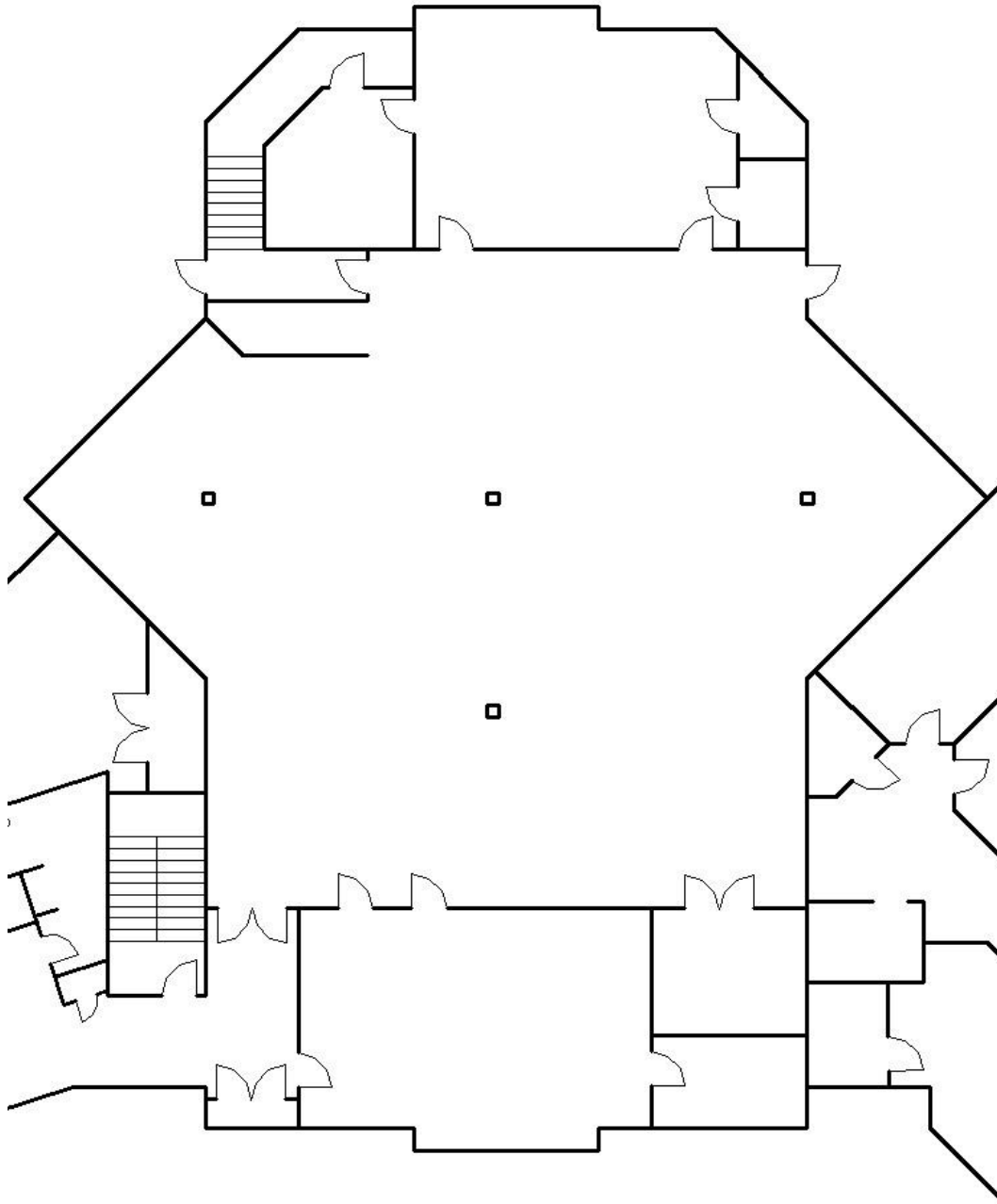
The florist will be at the church to decorate: Day _____ Time _____

The caterer will be at the church to set up: Day _____ Time _____

Will flowers be left for Sunday's service Yes ___ No ___



SANCTUARY LAYOUT



FELLOWSHIP HALL LAYOUT



SOUND/LIGHTING TECHNICIAN REQUEST

(Provide a copy of this form to the Church Office at least 30 days before your wedding.)

Bride: _____

Phone: _____

Groom: _____

Phone: _____

Wedding Date: _____ Hour: _____

Rehearsal Date: _____ Hour: _____

Microphones Needed:
Minister(s) _____

Instrument(s) _____

Indicate where instrumentalists will perform _____

Vocalist(s) _____

Indicate whether solo, duet, etc. Indicate where vocalists will perform (near organ, piano, etc)

Indicate if prerecorded music will be played and at what time during the ceremony

Do you wish to have an audio recording of the wedding? _____

The sound technician will give the CD to the Wedding Director following the ceremony.



WEDDING MUSIC

(Provide a copy of this form to the Church Office at least 30 days before your wedding.)

Music for the Wedding of: _____

Wedding Date: _____

Musician/Group Name: _____ Phone: _____

Pianist: _____

Vocalist(s): _____

Other: _____

Attach a list of all music to be performed and/or played during the ceremony for approval by the Minister of Music, indicating when it is to be played. Also indicate which, if any, of the music to be used is prerecorded. A copy should be provided to the sound technician.



FINANCIAL REQUIREMENTS

Bride: _____ Wedding Date: _____

Phone: _____

	Amount	Date Paid
Security Deposit		
Sanctuary		
Fellowship Hall (rehearsal)		
Fellowship Hall (reception)		
Other		
Total Cost		
Refund security deposit?	Yes Date refunded:	No Reason: