

Wedding Application

Bride: Name _____ Phone _____

Groom: Name _____ Phone _____

Wedding Date _____ Time _____

Rehearsal: Time begins _____ Time ends _____

Rehearsal Dinner: Time begins _____ Time ends _____

Approximate number of people _____

Wedding: Time begins _____ Time ends _____

Approximate number of people _____

Media: Number of Microphones _____ Video (Y) (N)

Instrument(s) _____ Vocalist(s) _____

Reception: Time begins _____ Time ends _____

Approximate number of people _____

Media: Sound (Y) (N) Video (Y) (N)

Number of tables: 6 ft rectangular _____ Round (seats 8) _____

Number of chairs _____

I have received and read the church's wedding policies and agree to cooperate with the provisions of these policies. I understand I must pay deposits separate from the other fees when I turn this application in. Deposits will be refunded if the facilities are not damaged in any way. I understand that all other fees (custodian/wedding Liaison/A/V Tech) are due before the wedding day.

Name _____ Date _____

For office use only:

Date received _____ Date approved by staff _____

Date changes requested _____ Date changes approved _____

- Deposit Collected _____
- Bride Notified of Approval
- Wedding added to Calendar

Facilities Setup Form

Fellowship Hall

Bride and Groom _____

Contact Name/Phone _____

Wedding Date _____ Wedding Time _____

Rehearsal Dinner _____ Start time _____ End Time _____

Number of tables: 6 ft rectangular _____ Round (seats 8) _____ (17 available)

Number of chairs _____

Reception _____ Start time _____ End Time _____

Number of tables: 6 ft rectangular _____ Round (seats 8) _____ (17 available)

Number of chairs _____

Use space below to describe or draw room setup:

Kitchen

Facilities Setup Form

Worship Center Stage

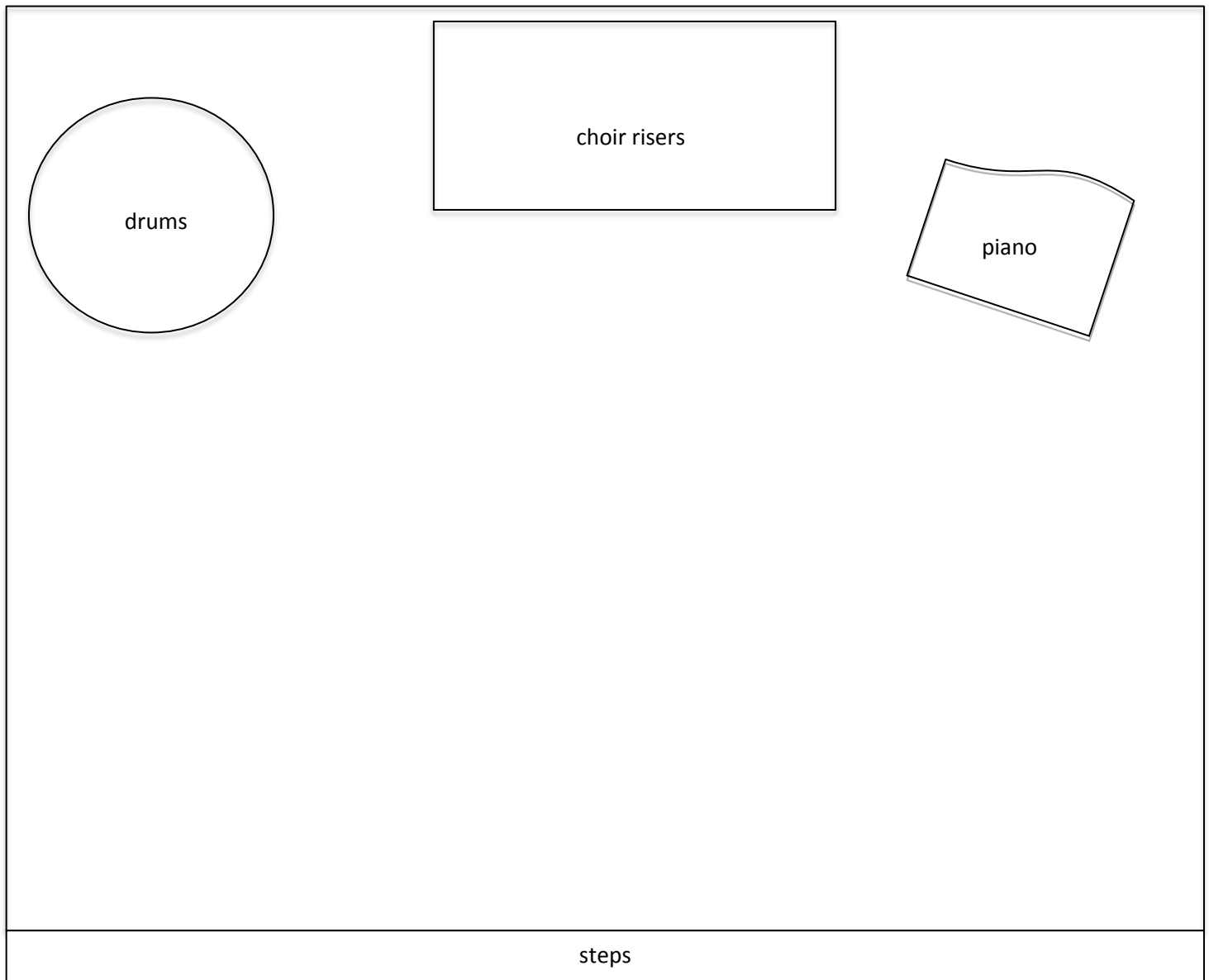
Bride and Groom _____

Contact Name/Phone _____

Wedding Date _____ Wedding Time _____

Drums, piano and choir risers cannot be moved

Use space below to describe or draw stage setup:



Facilities Setup Form

Student Center Worship Area

Bride and Groom_____

Contact Name/Phone_____

Wedding Date_____ Wedding Time_____

Reception_____ Start time_____ End Time_____

Number of tables: 6 ft rectangular_____ Round (seats 8)_____ (17 available)

Number of chairs_____ Small tables_____

Audio (mics, instruments)_____ Video/Picture slides_____

Use space below to describe or draw room setup:

	<p style="text-align: center;">Stage</p> <p style="text-align: center;">Drums may not be removed; some stage equipment may be moved by 2BC staff</p>	
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Facilities Setup Form

Worship Building Lobby

Bride and Groom _____

Contact Name/Phone _____

Wedding Date _____ Wedding Time _____

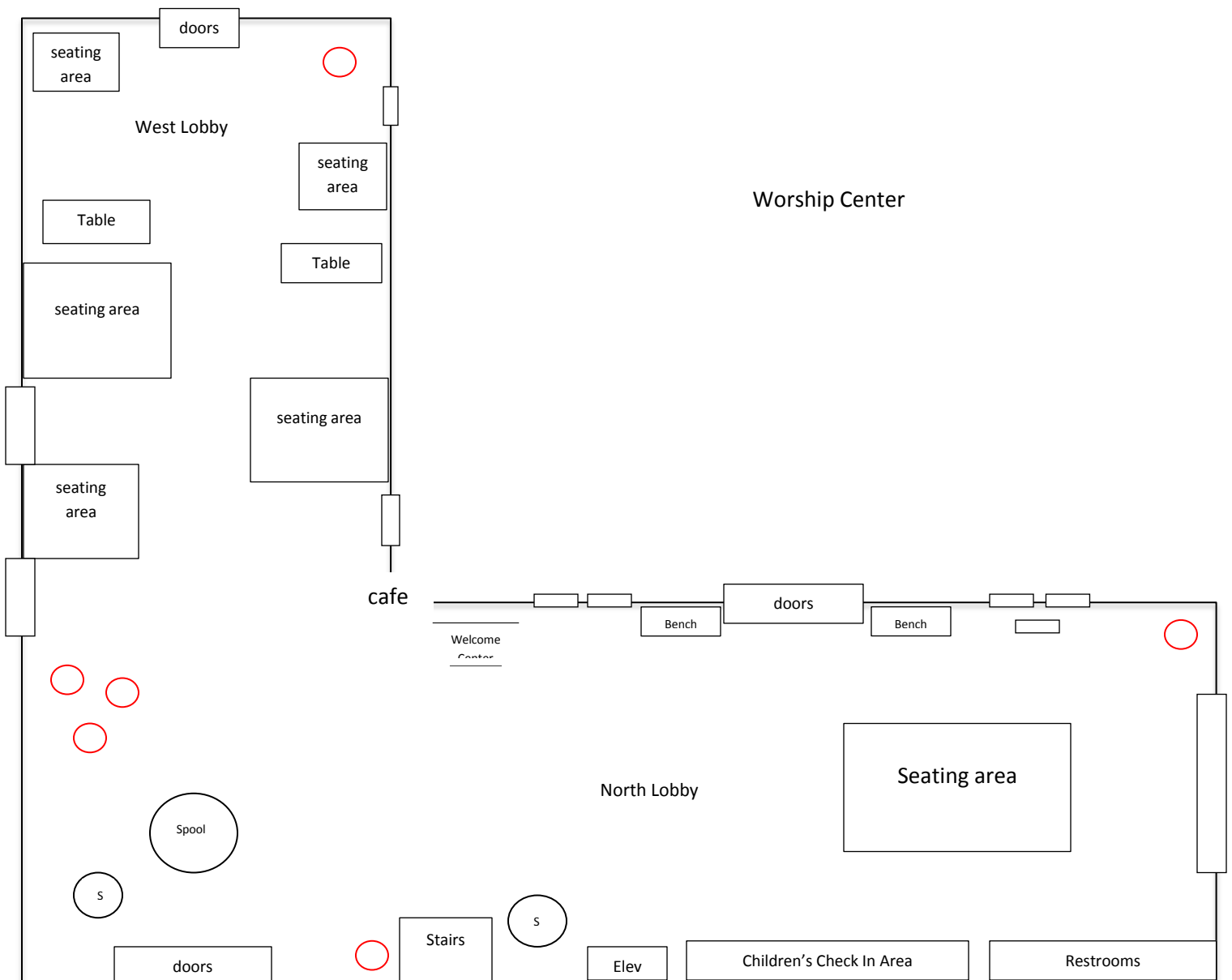
Reception _____ Start time _____ End Time _____

Number of tables: 6 ft rectangular _____ Round (seats 8) _____ (10 available)

Number of chairs _____

No existing furniture (couches, chairs, tables, etc.) may be moved in the Lobby. Bistro tables in red may be moved around in the lobby as needed and put back in place after the wedding.

Use space below to describe or draw room setup:



Wedding Liaison Form

Wedding Date_____

Time_____

Bride_____

Phone_____

Bride's mother_____

Phone_____

Groom_____

Phone_____

Minister_____

Phone_____

Coordinator_____

Phone_____

Custodian_____

Phone_____

Sound Technician_____

Phone_____

Photographer_____

Phone_____

Videographer_____

Phone_____

Rehearsal

Date_____

Time_____

Rehearsal Dinner another location____ at 2BC____

Caterer_____

Rental Company_____

Phone_____

Building open for decorating Date_____

Time_____

Date_____

Time_____

Wedding

Location of guest book_____

Needs_____

Time photos begin_____ Notes_____

Music approved by Worship Pastor (Y) (N)

Wedding Party (first names only)

<u>Bride</u>	escort
Grand Mother_____	_____
Grand Mother_____	_____
Grand Mother_____	_____
Mother_____	_____

<u>Groom</u>	escort
Grand Mother_____	_____
Grand Mother_____	_____
Grand Mother_____	_____
Mother_____	_____

Maid of Honor_____

Best Man _____

Bridesmaid_____	_____	Groomsman_____
Bridesmaid_____	_____	Groomsman_____
Bridesmaid_____	_____	Groomsman_____
Bridesmaid_____	_____	Groomsman_____
Bridesmaid_____	_____	Groomsman_____
Bridesmaid_____	_____	Groomsman_____
Bridesmaid_____	_____	Groomsman_____
Bridesmaid_____	_____	Groomsman_____

Flower Girl_____	Age_____	Ring Bearer_____	Age_____
Flower Girl_____	Age_____	Ring Bearer_____	Age_____
Flower Girl_____	Age_____	Ring Bearer_____	Age_____

Artificial Flowers ONLY

Ushers: _____

Ceremony

Entry Notes: Bride_____ Aisle_____

Groom_____ Aisle_____

Bridesmaids_____ Aisle_____

Groomsmen_____ Aisle_____

Describe use of unity candle/sand/other_____

Describe other elements (poem, prayer, etc.)_____

Number of instrumentalists_____ Location_____

Microphone(s)_____ Music Stand(s)_____

Number of vocalists_____ Location_____

Microphone(s)_____ Music Stand(s)_____

Music media: CD___ flash drive___ Video media: CD___ flash drive___

Person responsible for removing decorations from Worship Center:

Name_____ Phone_____

Reception

another location_____ at 2BC_____ caterer_____

fill out Facilities Setup Form_____

Rental company_____ Phone_____

Building open for decorating

Date_____ Time_____

Wedding Fees

Required Deposits – must be paid in the 2BC office at the time the wedding is scheduled

*Refundable Deposit	\$100 (per facility use)
**Kitchen Deposit	\$200
Key Deposit	\$10

Facilities Use Fees

All fees must be given to the Wedding Liaison payable to 2BC before the wedding date.

Rehearsal Dinner:

Custodian	
Fellowship Hall	\$100
Student Center Lobby	\$100
Wedding Liaison	\$50
Audio Technician (<i>if needed</i>)	\$25/hour
Visual Technician (<i>if needed</i>)	\$25/hour

Wedding:

Custodian:	
Worship Center	\$200
Student Center	\$250
Wedding Liaison	\$150
Audio Technician (rehearsal/wedding)	\$150 (for up to 3 hours)
Additional time	\$25 (per hour)
Visual Technician (<i>if needed</i>)	\$25 per hour

Reception:

Custodian:	
Fellowship Hall	\$150
Worship Building Lobby	\$150
Student Center	\$250
Student Center Lobby only	\$150
Wedding Liaison	\$75
Audio Technician	\$25 per hour
Visual Technician (<i>if needed</i>)	\$25 per hour

The above fees may be adjusted at the discretion of Second Baptist Church.

*Refundable deposit will be held until after the wedding to insure none of the facilities have sustained any damage.

**Kitchen deposit will be held until after the wedding to insure that the kitchen has been cleaned properly.

SECOND BAPTIST CHURCH
FACILITY USE AGREEMENT/HOLD HARMLESS

I, _____, acknowledge that I have requested the use of facilities owned by Second Baptist Church, Conway, Arkansas and as a part of that request I hereby agree to reimburse said Second Baptist Church for any damages that may occur as the result of this usage.

I further agree that during the use of said facilities, I agree to hold harmless Second Baptist Church from any liability that may arise during my usage of said facilities and warrant to defend Second Baptist Church from any claims that may arise from my usage of said facilities.

Signed this ___ day of _____, 20__

Parent/Guardian/Responsible Party Signature