



# COLLEGE BAPTIST CHURCH WEDDING APPLICATION

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_

Wedding Time: \_\_\_\_\_

Will you need to use the organ? \_\_\_\_\_

Will you need to use the piano? \_\_\_\_\_

*Please note: CBC must approve any musicians using our instruments; approval is guarded and should not be assumed. A list of pre-approved musicians is available upon request.*

Musician's Name: \_\_\_\_\_

Musician's Phone: \_\_\_\_\_

Officiating Pastor's Name: \_\_\_\_\_

Officiating Pastor's Phone: \_\_\_\_\_

Name and Address of Officiating Pastor's Church: \_\_\_\_\_

Premarital Counseling Plans: \_\_\_\_\_

## TERMS & CONDITIONS OF CHURCH USAGE

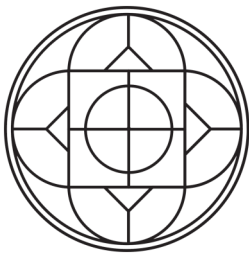
*Use of College Baptist Church for purposes other than normal church functions must be approved by the Trustee and Elder Board chairpersons. As elected officials of College Baptist Church, the authority and discretion for approval rests with these Boards. It is expected that the conduct and activities of persons using this facility will be appropriate for a place of worship. Submission of this application implies agreement to observe the following rental conditions:*

- College Baptist Church is not responsible in the event of claims or suits arising from use of the facilities.
- Access to the facility must be arranged with a church official or designated representative.
- Use of the facility must not interfere with church business or activities.
- Use of musical or sound equipment must be approved per request.
- All additional "outside" equipment being used must be set up, used, and removed with care.
- All equipment coming in contact with the hardwood flooring must be "padded" or set on protective material.
- Any damage to College Baptist Church and/or its equipment must be repaired or replaced to the satisfaction of church officials within thirty (30) days from the date of the wedding.
- All "outside" equipment must be removed immediately following the wedding unless approved by church officials.
- Snow removal from parking areas and sidewalks is the responsibility of the applicant.
- NO WEAPONS, TOBACCO, ALCOHOL, OR INTOXICATED PERSONS ALLOWED ON CHURCH PROPERTY.

Name of Person Submitting this Application: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to the Bride: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_



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## WEDDING FEES

BUILDING USE	\$500.00
WEDDING LIAISON	\$350.00
CUSTODIAL SERVICES	\$50.00
SOUND SYSTEM & TECHNICIAN	\$150.00
ORGAN/PIANO	\$75.00 each
EXTRA TIME	\$25.00/hr
REHEARSAL DINNER SPACE	\$50.00

**BUILDING USE** This fee includes the use of rooms on the main floor of the CBC building and additional meeting rooms on other floors as required for both the wedding and rehearsal dates. If any damages are incurred during your use of the church, you will be expected to pay whatever amount the church deems necessary for cleaning, repair, or replacement of the damaged property. Tobacco, alcohol and weapons are not allowed in or on church property.

**CUSTODIAL SERVICES** This fee includes the CBC custodian’s services for both the wedding and rehearsal dates.

**WEDDING LIAISON** The wedding liaison is responsible for working with the bride and groom to determine set-up and other needs for the wedding, and will be present during the rehearsal and the wedding. *(Required)*

**SOUND SYSTEM & TECHNICIAN** This fee includes the services of a CBC sound technician for both the wedding and the rehearsal dates, concurrent use of up to four mics/channels, and hookup of one instrument to the sound system if needed, assuming the majority of music will be supplied by the organ and/or piano. The need for any additional services may incur extra fees.

**USE OF ORGAN/PIANO** This fee includes the use of instruments for both the wedding and the rehearsal dates. Please note: CBC must approve any musicians using our instruments; approval is guarded and should not be assumed.

**EXTRA TIME** The church will be open three hours before your scheduled service time. You will be charged an extra fee of \$25.00 per hour if you wish to have it opened before that time.

**REHEARSAL DINNER SPACE** If you wish to reserve the church’s Upper Vestry for your rehearsal dinner, you may do so for an extra cost of \$50.00. Set-up and clean-up for the rehearsal dinner is solely the responsibility of the bride and groom. Please note: the CBC kitchen is licensed as a “warming kitchen” only; all food must either be catered or prepared off-site.

**RESERVATION** To reserve College Baptist Church for your wedding, please complete the enclosed Wedding Application. Send the completed, signed form with \$300 (applicable to relevant fees) to College Baptist Church at the above address.

**OFFICIANT** Please contact your officiant prior to submitting your application. It is customary to provide an Honorarium for his services.

**FEE DEADLINE** All fees are to be paid in full to College Baptist Church one month prior to the wedding date.