



FIRST BAPTIST CHURCH OF GREATER CLEVELAND

3630 Fairmount Blvd., Shaker Heights, Ohio 44118

Phone: 216-932-7480 Fax: 216-932-8554

www.firstbaptistcleveland.org

WEDDING CONTRACT

Please complete the following information:

Bride's name _____

Groom's name _____

Address _____

Address _____

Phone (____) _____

Phone (____) _____

Email _____

Email _____

Wedding ceremony date: _____ Time: _____

Rehearsal date: _____ Time: _____

Approx. # of guests: _____

Approx. # in wedding party: _____

Will you be using our organist? _____

Will you be using a guest pastor? _____

Special notes: _____

Please contact our wedding coordinator if the above information changes.

Laura Preston: 216-408-3502 or llpreston727@yahoo.com

\$500.00 deposit received on _____ Check # _____

I/We agreed to the terms and conditions as printed in the First Baptist Church Wedding Brochure and/or on the FBC website-wedding page including all fees and policies.

X _____ Date _____

X _____ Date _____

First Baptist Church Wedding Policies

_____ Each couple wanting to be married at First Baptist Church (FBC) is required to participate in premarital counseling sessions with the officiating pastor of FBC. We will make efforts to accommodate a convenient time for the couple and the pastor for these meetings, and they must be completed no less than one month prior to the wedding date. The pastor assigned to each wedding will be based on the availability of the pastors. Preferences will be considered but are not guaranteed. Our ceremonies are reflective of American Baptist polity and traditions. If a guest pastor is requested, the FBC pastor officiating will take the lead participating role in the ceremony. The guest pastor will be invited to complete several portions of the ceremony. The guest pastor is required to communicate with the FBC pastor prior to the ceremony and attend the rehearsal.

_____ FBC allows a 2 hour time period for the wedding rehearsal and a 4 hour time period for the wedding. The couple is responsible for communicating the times to be present to their family and wedding party participants. An additional cost of \$25 per 15 minutes will be assessed from the deposit if either the rehearsal or the wedding exceeds these time allowances.

_____ In order to use FBC's sound system and other technical equipment, the couple must employ a sound system professional for their wedding event. The sound system technician will be paid a total of \$100 for their services, including the rehearsal, ceremony, set up, and optional CD recording. A technician is required if the ceremony is recorded or if there are multiple soloists or musicians involved. We encourage all outside musicians to participate in the rehearsal.

_____ All vendors hired by the wedding party must meet with the wedding coordinator and/or pastor upon their arrival and are required to adhere to the rules of FBC. The couple is expected to communicate all pertinent requirements to all vendors prior to the ceremony day.

_____ The couple should expect to have a minimum of three meetings with the FBC wedding coordinator at these time intervals: first contact, walk-through and initial booking - update 3 months before wedding date; final meeting 1 month before wedding date. The couple should come to the final meeting with the wedding planner document completed. This final meeting will include the pastor and organist if needed. Decisions made at the final meeting will be adhered to so that changes are not made at the rehearsal.

_____ The payment for the church building is required to be paid 30 business days prior to the wedding date. Payments for the wedding team including the pastor, wedding coordinator, organist, custodian, and sound system technician are due at the beginning of the rehearsal. The deposit will be returned to the name and address from the original check within 30 business days after the wedding has occurred.

_____ There is no smoking or alcohol allowed on the grounds of FBC at any time.

Please initial each statement, sign below, and attach along with the wedding contract. The person initialing these statements shall now act as the primary contact.

X _____ X _____
Bride Groom

Date _____