



3630 Fairmount Blvd.
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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 minister? _____

Special notes:

Please contact our wedding coordinator if the above information changes.
Laura Preston 216-408-3502 llpreston727@yahoo.com

\$500.00 deposit received on _____ Check # _____

First Baptist Church Wedding Policies

Please initial each statement and sign below.

Your Officiant:

_____ Each couple wanting to be married at First Baptist Church (FBC) is required to participate in premarital counseling sessions with the officiating minister of FBC. We will make efforts to accommodate a convenient time for the couple and the minister for these meetings, and they must be completed no less than one month prior to the wedding date. The minister assigned to each wedding will be based on the availability of the ministers. Preferences will be considered, but are not guaranteed. Our ceremonies are reflective of American Baptist polity and traditions.

Guest Ministers:

_____ If a couple is interested in using a guest minister, this should be communicated at the initial booking of the wedding. If a guest minister is requested, the FBC minister officiating will take the lead role in the ceremony. The guest minister will be invited to participate in the ceremony. The guest minister is required to communicate with the FBC minister prior to the ceremony and attend the rehearsal.

Timelines:

_____ 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.

Sound System:

_____ 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 \$100 for their services, including the rehearsal, ceremony, set up, and CD recording. We can only assure a quality recording if all outside musicians participate in the rehearsal.

Vendors:

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

Planning Meetings:

_____ 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 and bring required items to the church such as program paper, license, runner, etc. This final meeting will include the minister and organist if needed. Decisions made at the final meeting will be adhered to so that changes are not made at the rehearsal.

Payments:

_____ The \$750 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 minister, 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, less any fees for damage to the facility, time penalties or cancellation fees.

Cancellation:

_____ The deposit will be refunded in full if the wedding is cancelled prior to meeting with the wedding team (excepting the initial meeting with the wedding coordinator). Once the couple has met with the wedding team, the deposit will be refunded, less a charge of \$25 per hour spent with the wedding coordinator and/or minister.

Building Rules:

_____ There is no smoking allowed on the grounds of FBC at any time. We do not permit the throwing of rice or confetti inside or outside the church. If children under the age of 5 are part of the wedding, there must be an available adult responsible for them.

Alcohol Use:

_____ The use of alcohol on church grounds is prohibited. It is expected that the couple will communicate this policy to the wedding party. If alcohol is used on church grounds, or if wedding participants are intoxicated on the day of the wedding, a charge of \$250 may be deducted from the deposit.

Communication:

_____ The couple initialing these statements shall now act as the primary contact for all wedding planning. Family members and outside vendors must communicate through the couple for planning.

We agree to adhere to these policies and rules for our wedding ceremony at First Baptist Church. We agree to be the primary contacts for communications regarding our wedding unless otherwise stated on this document. We agree to participate fully in pre-marital counseling and wedding planning.

X _____ X _____
Bride Groom

Date _____