



# Wedding Request Form

*Please print clearly and fill out completely.*

## SECTION 1. GENERAL INFORMATION

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Billing Contact: Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Is the Bride or parent a member of First Baptist Church? \_\_\_\_\_ yes/no  
(please circle)

Is Groom or parent a member of First Baptist Church? \_\_\_\_\_ yes/no  
(please circle)

## SECTION 2. EVENT INFORMATION

Pastor Performing Ceremony: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
(If other than one of our staff pastors)

Estimated # of Guests: \_\_\_\_\_

Ceremony Date: \_\_\_\_\_ Ceremony Start time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm  
(please circle) (please circle)

Reception Date: \_\_\_\_\_ Reception Start Time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm  
(please circle) (please circle)

Rehearsal Date: \_\_\_\_\_ Rehearsal Start Time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm  
(please circle) (please circle)

Decorating Date: \_\_\_\_\_\* Decorating Start Time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm  
\*No earlier than one day in advance (please circle) (please circle)

**\*The church buildings close at 9:00PM nightly. All activities must be concluded by 8:30PM.**

### SECTION 3. MEETING SPACE

Please indicate all rooms being requested/utilized for this event. The cost for space will equal the number of hours times the rate. **All activities that run beyond the agreed upon hours will be subject to double the rate fee for each hour above the original booking.**

A. Space Requested	# of Hours Requested 3 hr maximum	Rate	Dollar Amount
<b>Worship Center</b> (occupancy 497) Up to 1 hour of decorating and rehearsal time available at no charge, yet must be scheduled at booking.		\$150 / hr.	
<b>Activity Center / Fellowship Hall</b> (occup. 240) Up to 1 hour of decorating time available at no charge, yet must be scheduled at booking.		\$150 / hr.	
<b>Meeting Room</b> (occup. 72 @ round tables or 150 @ chairs in rows) Up to 1 hour of decorating and rehearsal time available at no charge, yet must be scheduled at booking.		\$75 / hr.	
<b>Kitchen</b> (for catered meal or meal prep only)		\$0 / hr.	
*FBCPC Member: _____ ○ Bride ○ Groom ○ Parent		<i>Less 100%</i>	
<b>Subtotal A.</b>			

\*Active members of First Baptist Church of Palm Coast and their immediate family members **ARE NOT** subject to the space fees above, for weddings, rehearsals or receptions. However, weddings, rehearsals and receptions booked by church members that run beyond the agreed upon hours will be subject to double the rate fee for each hour above the original booking.

B. Furnishings / Supplies	# Requested	Rate	Dollar Amount
Banquet Round Tables (Seating 8), Unclothed		\$0 / table	
Rectangular Tables (Seating 3-6), Unclothed		\$0 / table	
Chairs		\$0 / chair	
Podium		\$0 / hr.	
Dinnerware, Glassware, Flatware (any plastic, glass or metal)		\$2 / person	
Tablecloths		\$1 / plastic cloth \$5 / fabric cloth	
Other Furnishings/Supplies: <i>(Please specify)</i> _____		Cost Negotiable	
<b>Subtotal B.</b>			

<b>C. Support</b>	<b>Units/Hours</b>	<b>Rate</b>	<b>Dollar Amount</b>
Light Refreshments (Brought in)		.25 / person	
Heavy Refreshments / Meal (Brought in)		.50 / person	
Custodial Support	1	\$25 Flat	\$25.00
Sound / Video Technician Includes up to 1 hour rehearsal; 1 hour wedding. In-house sound/video technicians <u>ARE NOT</u> available for wedding receptions.		\$75 Flat (2 hr. max)	
Pianist / Organist Includes up to 1 hour rehearsal; 1 hour wedding.		\$75 Flat (2 hr. max)	
<b>Subtotal C.</b>			

Space Subtotal \$ \_\_\_\_\_  
 Furnishings Supplies Subtotal \$ \_\_\_\_\_  
 Support Subtotal \$ \_\_\_\_\_

Event Total \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Balance Due Date (7 days prior to event) \_\_\_/\_\_\_/\_\_\_

**TERMS & CONDITIONS**

- A refundable deposit equal of \$100 is required at the time of booking in order to secure a reservation.
- The initial deposit will be forfeited if canceled within seven (7) days of the event.
- Set-up and clean-up time must be included in the hours reserved for your event.
- Activities running beyond reserved hours will incur charges at double the hourly rate for each hour above what was contracted.
- We reserve the right to refuse any activity that does not affirm our beliefs as expressed in the Baptist Faith & Message 2000. To view the Baptist Faith & Message, visit: <http://www.sbc.net/bfm/bfm2000.asp>
- First Baptist Church is a Smoke Free and Alcohol free environment. Absolutely no smoking, use of alcoholic beverages or gambling will be allowed.
- The church is a public facility, therefore, all event attendees should be encouraged to wear the proper attire, i.e. no swimsuits; shoes and shirts will be worn at all times.
- The facility is not set up for cooking / frying; therefore, each party should plan for catered (brought in) meals only.
- Children should be supervised at all times.

First Baptist Church reserves the right to bill the requestor for rooms not left reasonably clean or for any damages to rooms or equipment.

I have read and understand the above facility request requirements. Please process my request for use of the facility.

---

Signature

Date

**For Office Use Only**

Approved       Disapproved

---

Administrator Signature