

## **Wedding Policy**

**Adopted 2010, revised 12/2017**

We are delighted that you have chosen Southside Baptist Church for your wedding. We want this occasion to be a very special blessing to you and to your family and friends. This policy is to inform you about the wedding policies and procedures here at Southside Baptist Church. If you have questions or comments, please contact our office for help.

### **THE WEDDING**

Your wedding is a covenant relationship between a man and a woman. The wedding ceremony is a beautiful and sacred occasion which establishes the marriage on God's Word and on Christian principles that focus on Jesus Christ being at the center of your relationship, your worship, and your service. The Christian bride and groom will want their wedding to be a public opportunity to ask God's blessings on their marriage, show their allegiance to Jesus Christ, and remind them of their future responsibilities to each other and to their families and to the church.

### **RESERVATION**

Careful planning is necessary for all weddings. The Southside Baptist Church (SSBC) facility will need to be reserved in advance to assure availability on the church calendar for the desired date of your wedding.

The date of the wedding is set in consultation with the SSBC Secretary or SSBC Staff Member who can schedule the wedding according to availability on the church calendar. This can either be done in person or by calling the church office at **903-657-8277 during the hours of 8:30 AM to 3:00 PM, Monday through Thursday.**

The following will need to be completed:

1. Reservation Form, to be completed and signed by the bride and the groom,
2. Be advised of all Policies and Fees involved, then pay the Reservation Fee – See "Wedding Fees," page 7.

Reservation Fee is 25% of the total expected fees at the time of the reservation, with the balance to be paid in full at least 48 hours before the wedding.

3. Be advised that in the event of an unexpected cancellation of the event on that date, advanced notice is required.

A **REFUNDABLE DEPOSIT** is required to be paid in full at the time of your reservation for the wedding event. This is required for any damages which may occur during the reserved times of your wedding. After the evaluation by the SSBC Staff and the Building & Grounds Committee of the facilities for damages that may have occurred, any unused portion of the deposit will be refunded within 7 – 10 working days of the church after the wedding. See "Wedding Fees," page 7.

After the necessary fees are paid, then the remaining responsibilities for overseeing the wedding will be transferred to the SSBC Secretary or to a designated Wedding Director (appointed by the SSBC Pastor or Staff). See "Wedding Director." See Page 5 - 6

## **MINISTER**

The SSBC Pastor or minister of your choice should be consulted and confirmed as early as possible for your date of the wedding. The SSBC Pastor requires at least 60 days advance notice to give him opportunity for pre-marital counseling with the prospective bride and groom. The Pastor of SSBC is always happy to officiate at the marriage service where there is no impediment and where there is a serious intention to establish the marriage on Christian principles.

If the prospective bride and groom desire a minister other than a SSBC minister (whether or not a Baptist minister) to officiate the wedding, they must consult with the SSBC Pastor to make their wishes known. Other ministers must be approved by the SSBC Pastor and/or SSBC Deacons (if the SSBC Pastor position is vacant). Only Texas – licensed ministers will be permitted to perform the ceremony at SSBC.

Our church is a Southern Baptist Church. We permit Baptist ministers to perform the ceremony.

## **GENERAL GUIDELINES**

It is the obligation of the bride and the groom to make certain that these policies and guidelines are made known to the wedding party and guests.

SSBC permits only one (1) wedding per day, unless authorization is given by the SSBC Pastor or Staff at the time of the Reservation. Due to regular church activities, the church will not be available for the wedding on Sundays or on national or church holiday weekends unless the SSBC Pastor and SSBC Deacons approve any exceptions.

No weddings may begin after 7:30 PM to allow for a reasonable clean-up time.

**SET-UP TIME** – No earlier than **10 AM** on the day of the ***Rehearsal*** and No earlier than **8 AM** on the day of the ***Wedding***.

The bride's wedding gown and the groom's tuxedos may not be brought to SSBC until 24 hours prior to the wedding. These may be stored in a designated room.

**Borrowed or Rented Articles** – Arrangements must be made for the prompt return of all borrowed or rented items. The church is not responsible for these items. There is no place for storage. Please remove all wedding items from the Worship Center and the Christian Activity Building (hereafter called the "CAB" ) by 10 PM.

The A/C or Heating will be turned on 4-6 hours before the Wedding Service and/or the Rehearsal and/or the Wedding Reception. Inform the Florist for floral deliveries.

Do not remove wall hangings, pictures, or furniture. If items need to be moved temporarily for the wedding ceremony, consult with the Wedding Director or SSBC Secretary or Staff in advance of the event.

***Rehearsals and Wedding times shall be strictly observed.*** It is extremely important that the exact time indicated for the Rehearsal and Wedding (and Reception) be observed. Care should be taken to have all members of the Wedding Party in their places at the time indicated. All Wedding Party members and Guests should ***vacate the SSBC Facility by 10 PM*** on the day of the event.

No function involving food preparation should be scheduled for the day before (or 2 days, when possible) a SSBC church-wide banquet or luncheon.

NO alcoholic beverages, use of tobacco products, or illegal drugs may be used on SSBC property at any time or under any circumstances. No minister or member of the wedding party may attend if they are under the influence of alcohol or illegal drugs. No dancing is permitted in the SSBC building facility.

No confetti or rice may be thrown in the SSBC buildings. Some acceptable items which may be used outside may include soap bubbles, bird seed, or sparklers (which must be disposed of properly by the wedding party). The Wedding Party ushers and Wedding Party should be responsible for supervising this policy.

Our SSBC Custodial Staff will appreciate you assisting them in keeping the SSBC Facilities clean.

Exit Signs are never turned off for weddings. (Fire Code).

## **MUSIC**

A wedding is a service of the church. The SSBC Music Minister and/or SSBC Staff shall be consulted in advance regarding **ALL Music** requests to be used in the wedding ceremony. The music shall be in good taste and in keeping with that of the church services and of Christian ideals.

The SSBC Worship Center has an Organ and a Grand Piano available for use during the ceremony. A Keyboard may be available upon request. Other instruments to be used which are brought in from outside for the ceremony must be approved by the SSBC Music Minister and/or SSBC Staff. Auxiliary plugs may be necessary for some electric guitars, etc., and these must work with the SSBC sound system.

The SSBC Organist and/or Pianist may be available to play for the rehearsal and wedding as their schedules permit. Both are capable of playing the piano, organ, and keyboard. The arrangements should be made with them personally in regard to their schedule, music, and fees. The SSBC Music Minister may be able to refer another qualified person to play or to sing for the bride's consideration. The bride should feel the freedom to use anyone of her choosing as organist/pianist for the wedding and the reception. Some orientation of the instruments may be necessary.

A key for unlocking the organ must be secured from the SSBC Music Minister.

The services of an instrumentalist(s) must be approved by the SSBC Music Minister and/or SSBC Staff.

The Sound System and Microphones shall be operated only by SSBC authorized Sound Technicians / Staff. A Sound Technician is available upon request with arrangements made with the SSBC Music Minister or SSBC Staff or secretary..

## **Sound Technician / sound system**

A paid Sound Technician is required to operate the SSBC sound system in the Worship Center, which includes the lighting, the microphones, the sound and music volumes, and any CD recordings of the wedding ceremony.

Fees for the Sound Technician are set by the SSBC policy ( see pg. 7 ) and are the responsibility of the wedding party. Fees for the sound tech assigned to you and your wedding party, which includes the wedding rehearsal and the wedding ceremony, are paid directly to SSBC, with the full amount (min. 4 hours) due before the wedding rehearsal. A minimum of 2 weeks notice must be given to the sound technician so a date can be reserved to begin planning the details of the "sound" needs for the wedding. A trained sound technician will be assigned to the wedding party. Coordination with the wedding coordinator will be done by this time of planning. The wedding party, Wedding Coordinator and the sound tech should meet 1-2 weeks in advance in order to advise the sound tech what he will be responsible to do – order of service, number of speakers, the preacher/speaker, any special singer/song, number of songs/music planned, number of singers, any/number of tracks on CD or other (computer)device for playing music or Power Point type presentations ( 5 day notice required ) either in the Sanctuary or in the CAB, etc.

If the CAB is to have sound, details need to be worked out, especially if a laptop is needed for a Power Point type presentation, with music, etc. The wedding party is responsible to bring a laptop (with HDMI output or VGA output) for any Power Point presentation or on a "thumb-drive" for ease of viewing (a minimum of 1 week in advance is advised). A small fee may be necessary for the use of the sound tech's laptop if needed.

Available Sound Technicians are listed with the SSBC Secretary. Sound equipment use is restricted to church use only.

Recording the Service – Electronic recordings (CD's) may be made upon request with the Sound Technician. Fees are listed in the "Wedding Fees" list. See page 7.

### **FACILITY**

The wedding may be held in either the Worship Center or in the Christian Activity Building (**CAB**). Most prefer the Worship Center for the wedding and the CAB for the Reception ( & possible rehearsal dinner and/or wedding shower).

The SSBC Worship Center will seat approximately 300 people downstairs. Seating is available in the balcony. The Christian Activity Building (**CAB**) will accommodate approximately 250 people (with tables and chairs ).

An elevator is available for the upstairs area, which includes a large youth room and a large Sunday School classroom.

In the Worship Center, the Pulpit stand and the Lord's Supper Table may be removed or moved as needed, as well as chairs and other furniture on the Worship Center platform. These items shall be replaced immediately following the wedding ceremony and/or reception. The grand piano and the organ may not be moved from their positions.

### **WEDDING RECEPTION**

The wedding Reception may be held in the CAB or in other classrooms (upon availability) if the church calendar permits. Arrangements must be made in advance at the time of the Reservation for use of the SSBC facility for your wedding.

All food and beverages used for receptions must be prepared in advance and served in the CAB (or designated classroom). See "Caterer" for more explanation.

### **WEDDING REHEARSAL DINNER**

Meals must be catered. No food preparation may be done in the kitchen. Warming of prepared food items is available.

Refrigerators are available also for cold storage for the rehearsal dinner and/or reception.

The Rehearsal Dinner may be catered in the CAB only. See "caterer," Page 5 .

Set-up times must be scheduled either when the wedding reservation is made or as soon as possible after the reservation is made.

### **PHOTOGRAPHER, WEDDING PICTURES, WEDDING VIDEO**

It is the responsibility of the bride and the wedding party to arrange for a photographer and for all the wedding pictures, and/or video or other devices.

Pictures may be taken anytime during the service. No flash photography is suggested except if needed at the entrance of the bride and the exit of the wedding party at the conclusion of the wedding ceremony. Use of flash photography and all photographs taken will be the decision of the bride and/or wedding party/parents.

Videos and video equipment shall be provided by the wedding party or by another outside source that the bride chooses. You must coordinate all video equipment set-up and positioning with the SSBC Sound Technicians, especially for use in the balcony.

## **FLOWERS, FLORIST, DECORATIONS, CANDLES**

It is the responsibility of the bride and/or the bride's family to arrange for flowers and decorations for the church and wedding service. No decorations may be attached to the pews or to other SSBC furniture by pinning, gluing, or nailing.

**Candles** - Only dripless – style candles with plastic pew clips/holders (non-scratchable) may be used. No lighted candles may be placed on the top of the grand piano or the organ. Floor/carpet, furniture (ex. candelabras), and pew protection by a barrier, such as clear plastic carpet runners, is required. These barriers shall be placed by the bride's family or by the rental service. All vessels holding water or sand or anything that may cause a mess if spilled must be protected so leaks will not damage the carpet or furniture.

**Rented or Borrowed Articles** – May be placed after 10AM on the day of the Rehearsal and must be removed immediately following the wedding ceremony and/or reception (if held at SSBC). SSBC will not be responsible for items if left in the church. There is no place for storage. This includes clothing left (ex. tuxedos, etc.).

Florists and rental agencies and their employees should refrain from the use of irreverent language, discourteous actions, smoking, or consuming alcoholic beverages while on SSBC property.

Upon completion of the wedding and/or reception, all flowers, decorations, and other equipment must be removed from the church building immediately so clean-up may begin. Any flower arrangements that the wedding party would like to donate to SSBC for the next Sunday worship service may be cleared with the SSBC office or with the Wedding Director. SSBC does not have ample storage space for items left.

## **CATERER, FOOD PREPARATION**

In the event an outside caterer is used, the same rules that govern the florist shall apply. All outside caterers must abide by the policies of SSBC. The outside caterer will be responsible for any loss or damage to kitchen equipment used at SSBC.

Food preparation must be completed before arrival to the CAB kitchen, which may be used to warm food items until they can be served after the wedding. If the kitchen facility is used, it must be left clean and in its original condition with all used dishes and utensils washed and dry and returned to their original place of storage.

Kitchen equipment may not be removed from the SSBC facility.

A paid kitchen worker must be present during the wedding reception and/or wedding rehearsal dinner and be paid per the "Wedding Fees Schedule." See Fee List, page 7. SSBC will assign a kitchen worker for the event.

A copy of the Wedding Policies and kitchen policies will be made available to the caterer after the Reservation is made.

## **WEDDING DIRECTOR**

The SSBC Wedding Director's role is to (1) confer with and give advice to the bride to outline the SSBC policies, procedures, and regulations pertaining to weddings, the church properties, facilities, and services available, (2) help communicate to a visiting minister a welcome and general instructions or special details regarding the wedding here at SSBC, (3) help coordinate the outside providers with arrival times, clean-up, photographers, etc., (4) assist the wedding party participants with the schedule, locations for attendants, flowers, etc., and (5) be in attendance at the rehearsal, wedding, and reception if held at SSBC.

The bride may have an additional wedding consultant/planner to help the bride with the wedding ceremony details. They are expected to abide by these SSBC policies and guidelines. The fee for the Wedding Director is paid separately directly to the Wedding Director. See Fee List, pg. 7. The Wedding Director will evaluate the SSBC facility regarding the refundable deposit.

**WEDDING DIRECTOR or SSBC Secretary** (if Wedding Director position is vacant)

The **Wedding Director** responsibilities are as follows:

1. Confer with the bride to outline the SSBC policies, procedures, and regulations pertaining to weddings, the church properties and facilities, and services available.
2. Perform the duties outlined here to carry out the purpose of the wedding ministry of SSBC. Remain sensitive to the needs of the wedding participants and their families and friends. Give Christian advice, be an active listener, be caring and diplomatic, yet be firm regarding the SSBC policies and guidelines.
3. Coordinate with the SSBC Pastor, Ministerial Staff, and the Policy Committee in establishing and maintaining wedding policies, procedures, services, properties, and fees.
4. Coordinate all wedding details:
  - a. Officiating Minister – provide him the procedure of the wedding, unusual requests, and special details prior to the date of the rehearsal. Include this in a letter of welcome if the officiating minister is a visitor to SSBC.
  - b. Outside Providers – coordinate arrival, preparation and clean-up of flowers, food, rental items and supplies, decorations, photographers, etc.
  - c. Participants – provide wedding schedule and locations for attendants, concerning their arrival, dressing, flowers, photographers, and duties.
5. Be familiar with general legal and financial issues related to pay rates and work schedules associated with the wedding.
6. Be in attendance for the rehearsal, the wedding, and the reception if held at SSBC.
7. The fee for the Wedding Director will be established by the wedding Director.  
The Wedding Director shall be paid by the bride and/or wedding party/family directly to the Wedding Director.  
This fee is separate from the building use fees.
8. After evaluating the physical condition of the areas used for the wedding event and by the wedding party and guests at SSBC, the Wedding Director (or SSBC Secretary) shall determine if the Refundable Deposit shall be refunded in total or in part. The SSBC Pastor and/or the Building & Grounds Committee may be consulted regarding this evaluation.

**CUSTODIAL / JANITORIAL SERVICES**

SSBC will make arrangements for clean-up after the rehearsal, rehearsal dinner (if applicable), wedding, and reception (if applicable).

The janitorial service will help with clean-up and replacement of major furniture items. The janitorial service and/or worker must be approved by SSBC – one who is familiar with the SSBC facility. Advance notice is required. The wedding party must work out details 2 weeks in advance of the wedding.

See “Wedding Fee List” pg. 7 for the estimated cost involves, which will be paid in advance at the time of reservation and no later than 48 hours prior to the wedding event(s).

## **SSBC Wedding Fee List**

<u><b>BUILDING USE</b></u>	<u><b>MEMBER</b></u>	<u><b>Refundable DEPOSIT</b></u>	<u><b>NON-MEMBER Fee</b></u>	<u><b>REF. DEPOSIT</b></u>
Worship Center (wedding only)	\$ 0	200	\$ 300	200
CAB	\$ 0			
Wedding, Reception	\$ 0			
Rehearsal or Shower	\$ 0	100	200	100
Other Room(s) (incl. old fellowship hall)	\$ 0 / room	50/ room	100 / 1 room 75 / mult. Rms	50 / room

**Wedding shower** by SSBC members for a SSBC church member (bride or groom) will be at NO CHARGE for building use.

**SSBC Janitorial / Custodial for ALL USERS** = Flat Fee minimum of \$100.00 to 350.00, depending on the facility / facilities used.

**Full payment** for custodial clean-up will be required **2 weeks in advance**, with a cost adjustment (refund for overpayment or you will be billed for payment for extra) after the wedding event and SSBC receives the bill and is okayed by the Pastor and/or Bldg/Grounds chairman. The janitorial service used must be approved by SSBC. The wedding party may work with an approved janitor.

**SSBC Kitchen Worker Fee-ALL USERS** = Flat Fee minimum of **\$ 15.00/hr** for 4 hours, plus \$ 15.00 per hour extra, after first ( 4 ) hours.

**Kitchen Use Fee** - for catered rehearsal dinner or for reception – 1-75 guests - \$ 50, 76 – 200 guests - \$100, 201+ guests - \$ 150. Plus the additional fee for paid kitchen help (min. 1 required to be in the SSBC during these events. Fee = \$15/hour + 3 hr. min. Responsibility of Kitchen Worker – open, lock up facility, supervise use of kitchen equipment and utensils, wash dishes, put them away, trash bagging and disposal of waste (cups, plates, etc.).

**Instrumentalist and Sound Technician – Fees for a sound tech** are paid directly to SSBC by the bride and/or family 1 week prior to the wedding date as arranged by the bride. There will be a minimum fee of \$ 20/hour/sound tech, with a minimum of 4 hours ( incl. rehearsal and wedding). For an instrumentalist, the fee will need to be negotiated between the bride and the instrumentalist. If the CAB is used for the wedding or reception and the Sound Technician is used, there is an extra rate of \$ 20/hour fee charged per sound tech, with a minimum of 1 hour, and then if more time is needed, it will be billed at half hour increments, to be paid in advance to SSBC and/or within 2 working days after the wedding. A post-dated check may be necessary.

The wedding party is responsible for providing the laptop computer (HDMI output or VGA output are necessary on the laptop). If a computer is not available, contact the Sound Tech for help securing one for use. A small additional fee may be necessary for it use.

**Conferences:** \$ 100 / day (rate \$ 20/hour with 6 hour min.) are required for the Sound Tech, to be paid in advance to SSBC.

Additional time over 6 hours will be paid at \$ 20/hour billed in half hour increments.

**Reservation Fee** (all) – 25% of the total estimated Fee is due at the time of registration for the wedding, with the full balance due 48 hours before any wedding events.

**Refundable Deposit** – A refundable deposit (for possible damages) of (see above rates) is due at the time of the wedding reservation. The **Deposit Check** will be held and not deposited at the SSBC bank until **30 days before** the wedding date.

Refunds of any due deposit will be refunded within 7-10 business days of SSBC, after the wedding event, to be paid by the SSBC Secretary or designated Financial officer. Checks for the Deposit will be held until the first SSBC workday after the wedding.

Pastor's honorarium, musician fee, pianist or organist fees, and the Wedding Planner fee shall be paid directly to these by the wedding party and/or family. SSBC is in no way responsible for any legal obligations that may arise from hiring these persons.

Definition of **"Member"** and **"Non-Member"** of SSBC

The privilege of Member Fees will be limited to "Active members" or to active members in the same direct bloodline as the person getting married (ex. – grandparent, parent, child, grandchild, legally adopted or step-child, etc. of the active member).

Non-Member Fees will apply to "Inactive Members" or to non-members to SSBC or to family members not inside the direct bloodline of the person getting married. See SSBC church Constitution for further information.

### **Wedding Receptions / Wedding Showers**

Building use for wedding receptions or for wedding showers is not included with the Worship Center Fee. Fees for the CAB use are charged in addition to the wedding fees. See Wedding Fee List above.

This fee includes maintenance, set-up, and break-down (of the tables and chairs).

This fee does not include a fee for the Wedding Director, which is required, or for the Sound Technician, musicians or for any photography or video support personnel.

**Cancellation of the event:** If this event has to be cancelled for any reason, a minimum of **30 day notice** before the scheduled event is required for any refund consideration. The cancellation request will be considered by the SSBC Pastor and the Deacon body before any refunds will be given. This is so the building use is not denied to someone else desiring to use the facility on that date.

**Request for Wedding Reservation***Complete and return to the SSBC Secretary*

Today's Date \_\_\_\_\_

Date of Wedding Event \_\_\_\_\_

Name of BRIDE \_\_\_\_\_ Groom \_\_\_\_\_

Bride's Present Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Groom's Present Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Couple's New Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reservation for \_\_\_ Wedding Ceremony ( Worship Center ) \_\_\_ Wedding Reception \_\_\_ Wedding Shower \_\_\_ Other \_\_\_\_\_

\_\_\_ Wedding Rehearsal and/or Dinner \_\_\_ Bride's Dressing Room \_\_\_ Groom's Dressing Room ( # \_\_\_\_\_ )

Please reserve for us: For Wedding Ceremony: \_\_\_ Worship Center \_\_\_ CAB For Reception: \_\_\_ CAB \_\_\_ Other Room(s) \_\_\_\_\_

Is either an active Member of Southside Baptist Church? Bride \_\_\_ Yes \_\_\_ No Groom \_\_\_ Yes \_\_\_ No

Are there any direct family members of the bride or groom who are active members of SSBC? \_\_\_ Yes \_\_\_ No

Name(s) of those Members: \_\_\_\_\_

Note: An "Active Member" who qualifies for Member Rates is one who is in a direct blood-lineage of the bride or groom (ex. grandparent to grandchild, etc.), and they have been in attendance in the last year at SSBC.

Bride's Parent's Name(s) \_\_\_\_\_

Bride's Parent's Phone No. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Number of Guests Invited to Wedding Ceremony \_\_\_\_\_ Number of Guests Invited to Reception \_\_\_\_\_

**Rehearsal**

Date of Rehearsal \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_ to \_\_\_\_\_. No. expected \_\_\_\_\_

Reserve CAB \_\_\_ Yes \_\_\_ No Caterer Used \_\_\_ Yes \_\_\_ No If so, Who? \_\_\_\_\_ Phone \_\_\_\_\_

**Wedding**

Time of Wedding \_\_\_\_\_ to \_\_\_\_\_.

Minister Name \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Pianist \_\_\_\_\_ Sound System Tech needed \_\_\_ Yes \_\_\_ No

Name of Florist \_\_\_\_\_ Phone \_\_\_\_\_ Time to Deliver \_\_\_\_\_

Wedding Director \_\_\_\_\_ Wedding Counselor \_\_\_\_\_ Phone \_\_\_\_\_

**Reception**

Name of Person in charge of Reception \_\_\_\_\_ Phone \_\_\_\_\_

Caterer Name (if used) \_\_\_\_\_ Phone \_\_\_\_\_ # Guests \_\_\_\_\_

Set-up Time to decorate CAB: \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_

Note: If Reception is in the CAB, a Set-up Time to decorate must be set now. All other schedules are set around this time.

**Fees**

Total Expected Fees Due \$ \_\_\_\_\_. Deposit Due \$ \_\_\_\_\_ (25% of Total Fee necessary to confirm )

Summary: Fees: Worship Center \_\_\_\_\_ CAB \_\_\_\_\_ Other Room(s) \_\_\_\_\_ Total \_\_\_\_\_

Refundable Deposit for Building Use Due \$ \_\_\_\_\_

Paid by \_\_\_ Check (check no. \_\_\_\_\_) \_\_\_ Cash \_\_\_ Other \_\_\_\_\_ Total Paid \$ \_\_\_\_\_

Person Paying for the Wedding: \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Remaining Balance on Expected Fees/costs Due 48 hours **BEFORE** the Wedding Event. Amount Due = \$ \_\_\_\_\_

Due on (date) \_\_\_\_\_ Date Paid \_\_\_\_\_ Date for Refundable Fee Refunded \_\_\_\_\_ by \_\_\_\_\_

Appointment Time for Minister \_\_\_\_\_ for Music Minister \_\_\_\_\_ for Sound Tech \_\_\_\_\_

Would you like to leave flowers in the Church for Sunday's Service? \_\_\_ Yes \_\_\_ No Thank You.

We agree to comply with the policies and regulations of the Southside Baptist Church regarding church weddings and receptions.

Date

Signature of Person Making Arrangements

SSBC Staff who took reservation and fees



Request for **Wedding Shower** Reservation

Today's Date \_\_\_\_\_

Date of Wedding Shower Event \_\_\_\_\_

Name of the **Bride** \_\_\_\_\_ Phone \_\_\_\_\_

Time of Shower \_\_\_\_\_ # Guests expected \_\_\_\_\_ Set-up Time of Shower \_\_\_\_\_

Responsible Party(ies) for Shower \_\_\_\_\_  
\_\_\_\_\_

Relation to Honoree \_\_\_\_\_ Phone Contact \_\_\_\_\_

Responsible Party Address \_\_\_\_\_

Please Reserve the \_\_\_\_\_ CAB \_\_\_\_\_ Classroom \_\_\_\_\_ Other \_\_\_\_\_

SSBC can provide the following (check all needed):

_____ Tables and chairs	Number needed _____	Notes _____
_____ Glass plates and cups	Number needed _____	Notes _____
_____ Forks and spoons	Number needed _____	Notes _____
_____ Small table(s) for registration	Number needed _____	Notes _____
_____ Other _____		

Any specific set-up needed? If so, describe (or draw on back of form) details \_\_\_\_\_  
\_\_\_\_\_

Fee Required: \$ \_\_\_\_\_ Note: 25% of the total fee is required at the time of reservation for the date requested.

The balance is required at least 2 full days before the event. **Cancellation of the event requires 30 day notice to request refunds.**

Refundable Deposit Required: \$ \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Refunds will be sent within 7-10 days of event.

Date refundable deposit returned \_\_\_\_\_ Amount refunded \$ \_\_\_\_\_ by \_\_\_\_\_

**Fee Paid:** \$ \_\_\_\_\_ Paid by: \_\_\_\_\_ Check (No. \_\_\_\_\_) \_\_\_\_\_ Cash

SSBC Staff who made arrangements \_\_\_\_\_ Date Paid \_\_\_\_\_

*Please Note:* The Party Hosts responsible for the Shower are responsible for bringing their own coffee, sugar, creamer, punch ingredients, napkins, paper goods, etc. The kitchen does not supply these. You may bring items and set up 1 day in advance or on the same day as the event. Inform the SSBC Staff Secretary of the arrangements needed.

Please bring containers and wrapping for left-over food items (i.e. plastic wrap, foil, etc.).

When the shower is over, the responsible Shower Party Hosts are responsible for any items they have brought to the church. Please leave the CAB and kitchen (and any classrooms used) in a reasonably clean condition.

You are responsible for any damages to the church property while this event is taking place.

\_\_\_\_\_  
Date Reserved\_\_\_\_\_  
Responsible Shower Host Signature\_\_\_\_\_  
SSBC Staff who took the reservation and fees

