

Eastside Baptist Church
Policies and Procedures for Weddings

The Wedding is a worship service. It is a time when a man and a woman come before God to be united by Him in Christian marriage. It is a joyous occasion and should be conducted in a reverent manner. Each wedding is personal and should be planned to suit the personalities of the individuals involved. A wedding will be most meaningful when there is careful planning.

In the worship centers of the Church (Sanctuary and Fellowship Hall) there exists a setting for a sacred service which is dignified and beautiful. Therefore, no irreverent behavior, smoking or alcoholic beverages are permitted inside the church facilities or anywhere on church property. Also, if you have food or drinks, you are only permitted to have these items in the Fellowship Hall ONLY. This means you should not be walking around the church or hallways with FOOD or DRINKS. Our Sanctuary seats 425. For your convenience we, also, have a dressing room for the bride and her attendants and a dressing area for the groom and his attendants.

Dates will be scheduled on the church calendar when the request is completed and returned to the church office with all the fees and deposits paid.

Fees & Deposits

Location	Member Fee	Non-Member Fee
Sanctuary	\$0.00	\$400.00
Fellowship Hall (no charge if you use church at \$400.00)	\$0.00	\$150.00 per event
Deposit (refundable if facility is not damaged)	\$0.00	\$200.00
Janitorial Fees		
Sanctuary (finished no later than 7:00 pm on Saturday night)	\$125.00*	\$125.00
Fellowship Hall (finished no later than 8:00 pm on Saturday night)	\$125.00 per event*	\$125.00 per event
*Church member fee will be refunded if facility is cleaned to property committee requirements and approved by Property Committee. Please see the Fellowship Hall Rental policy for additional information.		
Other Fees		
Musician		
Sound Person (make check payable to the operator)	\$ 50.00/ 5 hr**	\$ 50.00/ 5 hr**
** For every half hour over five (5) hours [2 hours for the rehearsal, 2 hours for the wedding, and 1 hour for the reception in the fellowship hall] there is a \$10.00 fee for each additional thirty minute intervals. A separate check made payable to the sound technician will need to be left with the church secretary upon reserving the sanctuary.		

A church member is defined as one whose name is on the Resident Member Roll—not Sunday School or any other organization within the church, and they must have been a member at least six (6) months prior to the event. Immediate family would include children whose parents are members or parents whose children are members.

I, _____ read and agreed to follow the facilities, florist and caterer rules set forth by Eastside Baptist Church and agree to leave the facility in excellent condition upon leaving. Date of Event:

Signed by _____

Date _____

Eastside Baptist Church - 404 5th Street NE - P.O. Box 749 - Cairo, GA 39828 - (229) 377-4154

Office: Amount Paid: _____ Date Paid: _____

Approved by: _____ Date Approved: _____

Approved 13Aug09

Eastside Baptist Church
Policies and Procedures for Weddings
Facility and Equipment Booking Agreement for Weddings

Your cooperation will be expected in helping us to care for our church facility in order that our church will continue to be a beautiful place to gather and worship.

1. The church security person will open and close the building for non-members. Please coordinate this through the church office. The fee of \$50 will be paid from the non-member fees.
2. The wedding is a worship service requiring the use of sacred program and music.
 - a. The Pastor of the church must approve the officiant and ceremony.
 - b. Music and Musicians must be approved by the Minister of Music.
3. The church janitorial services must be used by non-members; however the wedding party is responsible for moving and replacing the furniture. (Church secretary will have the list.)
4. Pulpit stand and other furniture in the area may be moved but must be returned to their customary positions after your event. These items will be moved under the supervision of the church custodian.
5. All sound equipment will be moved by the sound people of the church only. You must make arrangements with one of the designated sound people of the church for your event. They are:

Lori Walker—403-7594	Craig Smith—377-8218
Randall Jones—377-5589	Minister of Music—377-4154
Todd Gainous—224-5291	Pastor—377-4154
6. The guys may use the choir room in the sanctuary building for dressing on your wedding day.
7. The bride and her attendants will use the Bride's room.
8. All candelabra(s) must be mechanical. Unity candles must sit on a riser placed a plastic mat that is large enough to catch the hot wax.
9. No smoking or use of alcoholic beverages on the premises.
10. No food or drink in the sanctuary. Food and drink is permitted in the FELLOWSHIP HALL ONLY.
11. During special celebration times such as Christmas when the building is decorated for the season you will need to plan your event around the church decorations. These decorations are not to be removed.
12. You are responsible to give the florist and caterer a copy of the church policies and see that they abide by them.
13. Eastside Baptist Church is not responsible for any valuables left in the church buildings.

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Eastside Baptist Church
Policies and Procedures for Weddings
Policies for the Florist

Your cooperation in helping us to care for our church facility will be greatly appreciated.

1. Appropriate decorations may be used for your event when using care to protect our facilities. If you wish to decorate early for your event, please contact the church office. Below are some guidelines that we request be followed for the events:
 - Live plants may be used however sufficient protection against spills and stains must be used.
 - Do not place flowers or plants on any church furniture or railings. Plant stands or risers must be used.
 - Do not use church furniture, pew Bibles or hymnals as risers.
 - No decorations may be attached to the pews, walls or any furniture with pins, glue, tape or nails
 - Candelabra(s) or lamp(s) must have padding designed to prevent scratches to pews.
 - Only mechanical candles are permitted for burning in the church sanctuary with the exception of the unity candle. However, the unity candle must have all the necessary protection to keep candle wax from damaging the carpet and furniture.
2. During special celebration times such as Christmas, the building will be decorated. These decorations are not to be disturbed or moved. Your decorations need to be planned with these decorations in mind.
3. No rice, which is a hazard to wildlife, may be used on the premises. Only use birdseed and only outside of the building.
4. All decorations for the event shall be removed from the church buildings immediately after your event. .
5. Hymnals and other items in the backs of the pews are not to be removed.
6. All sound equipment will be handled by the church's sound person. No one except the church sound person will be allowed in the sound booth.
7. Eastside Baptist Church is not responsible for any valuables left in the church facility.

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Eastside Baptist Church
Policies and Procedures for Weddings
Information for the Caterer

Your cooperation in helping us care for our church facility will be greatly appreciated.

1. Appropriate decorations for your event are permitted when using care to protect our church facilities. If you wish to decorate early for your event, please contact the church office.
2. Please bring your own kitchen supplies. Our supplies and paper products are not part of the reservation agreement.
3. The ice machine is available to be used at no extra charge. All other kitchen equipment cannot be used without the approval of the church Food Service Coordinator.
4. Please leave the kitchen clean and sanitary:
5. Church furnishings may not be removed from the church building.
6. Please no smoking or use of alcoholic beverages or spiked punch.

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Eastside Baptist Church
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Facility & Equipment Request Form for Weddings

Wedding Date: _____ Time of Event: _____

Name of Bride: _____ Phone Number: _____

Address: _____

Name of Groom: _____ Phone Number: _____

Address: _____

Officiating Minister(s): _____

Will you need the sound system? () yes () no. If yes, operator name: _____

Number of microphones required: _____ Will taped music be used? () yes () no.

Florist: _____ Phone Number: _____

Caterer: _____ Phone Number: _____

Photographer: _____ Phone Number: _____

List day and time you will need building access for:

Florist: _____ Caterer: _____ Photographer: _____

Rehearsal Date: _____ Time: _____

Will the rehearsal dinner be held at Eastside? () yes () no. If no, where: _____

Will the reception be held at Eastside? () yes () no. If no, where: _____

If yes, what time will the reception conclude? _____

Deposit and fees received _____ Date: _____

Please complete and return to the church office with the fees and deposits to reserve date.

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