

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