

# Wedding Contract

## *First Baptist Church Muncie*

This wedding contract is an agreement between the wedding party and the First Baptist Church in Muncie, Indiana. If there are questions or concerns regarding this contract, please contact the Wedding Coordinator.

Address:	309 E Adams Street, Muncie, Indiana 47305
Coordinator:	Christy Allen
Phone	765-717-5229
Email:	wadechristy@gmail.com

### Timing

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After reading and signing this contract, please submit the contract along with the damage deposit to the church office. Once the signed contract and damage deposit are submitted, your date is guaranteed. Weddings dates will be tentatively placed on the church calendar until these items are submitted. Tentative dates will remain on the calendar for no more than 2 weeks.

### Fees

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Our building is a resource that is given to us by God. We desire to make it available to the community for weddings. However, there are some costs associated with having your wedding at First Baptist. There is a refundable damage deposit, a minimal building use fee, and fixed costs associated with individuals involved in your wedding as listed below:

* Damage deposit	\$300	(Check payable to First Baptist)
Minimal Building Use Fee	\$100	(Check payable to First Baptist)
Hostess fee	\$250	(Check payable to hostess)
Pianist/Organist (optional)*	\$100	hostess will inform
Sound technician	\$75	hostess will inform
Custodian	\$75	hostess will inform
+ Officiating minister	\$250	(Check payable to minister)
+ Premarital session materials	\$50	(Check payable to First Baptist)

\* Refundable pending hostess report

+ please see the "Minister" section for more details and options

Checks not made payable to First Baptist, must be written to the individuals providing the service. The organist/pianist is optional, but all other services are required. The damage deposit will be returned or withheld after the building is inspected and the hostess has reported any incidents that may have violated the contract. All fees must be paid at least one week before the wedding. Payment can be sent via mail, but must be received one week before the wedding, or hand delivered to the

church office during normal business hours. THERE WILL BE A \$50 LATE FEE IF THESE PAYMENTS ARE NOT RECEIVED ONE WEEK PRIOR TO YOUR REHEARSAL. The church address is 309 E. Adams Street, Muncie, Indiana 47305. The office is open Monday-Friday, 9AM - 4PM (the office is closed for lunch from noon to 1PM)

If you are interested in using the lower auditorium, there are additional fees. A \$200 hostess fee will cover up to 3 hours of lower auditorium use. A \$50 fee will be charged for each additional hour. Finally, there is an additional \$50 cleaning fee for the lower auditorium.

## Minister

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You may use a minister from another church. However, premarital counseling is required. We believe that you will be better equipped for the complexity of marriage with counseling.

Our ministers are trained in the PREPARE/ENRICH Program. The program enables facilitators to identify a couple's specific strengths and growth areas, to teach them communication and conflict resolution skills, and to help them resolve key relationship issues. Outside ministers must be approved by the wedding coordinator and/or pastor. It is expected that the minister performing the ceremony will provide premarital counseling.

## Wedding License and Wedding Certificate

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You must bring the wedding license and wedding certificate to the wedding rehearsal. Please fill out the sections pertinent to you on the license as completely and legibly as possible.

## Decorations

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If you wish something removed or relocated in the sanctuary until your wedding is over, you must discuss this with the hostess. All decorations you provide must come down following the ceremony before leaving the building.

## Hostess

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A wedding hostess will be assigned to you. The hostess will be available to unlock/lock the building, answer questions about building usage, assist with wedding rehearsal, and assist you on the day of the wedding. The hostess can be at the church 4 hours prior to the ceremony if needed. We have set a time limit for our hostess to safeguard him/her against lengthy hours at the church.

## Time of Rehearsal/Wedding

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Please indicate the time of your wedding and rehearsal on the following forms. There will be no weddings scheduled after 6:30 p.m. OR rehearsals scheduled after 7:00 p.m. to assist the custodian.

## Usage Restrictions

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Please make these restrictions clear to your wedding party and guests to safeguard the return of your damage deposit:

- Smoking and alcoholic beverages are not permitted in or around the facility.
- No rice, seeds or such substance is to be thrown inside the church building.
- It is important that your wedding party and guests respect and care for the facility.
- The bride and groom rooms are to be respected. Do not move the furniture in these rooms as it could damage the floors.

Our hostess will report any violation of these guidelines and your damage deposit will not be returned if there are any contract violations or if damage to the building occurs.

First Baptist Church reserves the right to deny usage of its facility based on theological convictions. First Baptist Church is to be used for Christian weddings between a man and a woman.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Contact Information

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Groom's Name ..... 

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Groom's Email ..... 

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Groom's Phone ..... 

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Bride's Name ..... 

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Bride's Email ..... 

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Bride's Phone ..... 

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## Deposit Return

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We will return your deposit after the wedding if the contract is fulfilled. Please let us know the name and address to send the check.

Name ..... 

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Address ..... 

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## Minister Information

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Minister's Name ..... 

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Minister's Church ..... 

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## Wedding Information

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Date of rehearsal ..... 

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Time of rehearsal ..... 

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Date of wedding ..... 

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Time of wedding ..... 

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Will you need our pianist? 

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Will you need our organist? 

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