

First Baptist Church-Corpus Christi

Wedding Fees & Policies

For Non-Members

4-7-11

	Chapel	Sanctuary
Non Refundable Reservation Fee	\$200	\$200
Total Facility Charge	\$900	\$1500
Organist	\$200	\$200
Soloist	\$200	\$200
Candelabra rental	\$50	\$50
Unity Candle Stand	\$15	\$15

Your fee includes:

1. 1 hour in the chapel or sanctuary for rehearsal. Rehearsal to begin between 5:00 p.m. and 7:00 p.m. Wedding should begin no later than 7:00 p.m.
2. The church is available for 2 hours prior to the ceremony for preparation, decorating and photography and a ½ hour after the ceremony for pictures. Additional time may be scheduled for a fee of \$50 per hour.
3. Assistance of Church Wedding Coordinator
4. Final payment must be made at least 30 days prior to wedding.
5. Events shall be concluded at or before 9:00 p.m. unless prior arrangements are made with wedding coordinator.

The Church Wedding Hostess will:

1. Schedule the wedding and rehearsal on the church calendar
2. Be available to meet with the bride at least 30 days prior to the ceremony to plan the rehearsal and discuss the details of the ceremony
3. Assist the minister and the bridal party on the day of the ceremony
4. Coordinate delivery of flowers, wedding dress,
5. Schedule custodial help
6. Supervise room preparation
7. Arrange musician and soloist
8. Arrange for technician to be present in the Sanctuary

Sound Technician

1. All ceremonies taking place in the sanctuary require a sound technician.
2. Three microphones will be furnished-
 - a. any additional microphones are available for a fee of \$25 per microphone with the sound operator making the decision as to which mic is best for the situation or what is available.
 - b. The micing of any instrument-whether literally using a mic or going into the house system via a direct box-\$25 per instrument
3. Pre-recorded music must be limited to CDs
 - a. Three recorded songs will be included in the initial fee with additional songs at a cost of \$25 per song.

- b. The use of secular music must be approved by a church representative.
4. The showing of a video must be limited to a DVD. The use of a DVD thus requiring the screens etc. will be \$50

Floral Policy:

The flower arrangements, bouquets and greenery that you choose will enhance the beauty of your wedding and create an atmosphere that you desire for this special occasion. The following policies will ensure a beautiful wedding and will also preserve the beauty and furnishings of our facilities.

1. Decorations must be complete 1 hour prior to the beginning of the wedding
2. The church will be ready for the wedding ceremony when the florist arrives at the church to decorate. The florist is responsible to see that the church property is clean when decorating is complete.
3. Arrangements may be made to store the decorations until the Monday following the ceremony.
4. No tacks, pins, nails, glue or tape should be used to fasten any decorations to the furniture, building, carpet or church candelabra. Only plastic clips or ribbon that will not mar the pew ends should be used to fasten bows.
5. Candles on all candelabras must be metal-sheathed candles or in glass votives. Aisle candles may not be used.
6. The florist will be responsible for any damage done cleaning any wax from the carpet or furniture that may have resulted from the wedding.
7. Aisle runners may not be used for safety reasons. Real flowers petals may not be used in the aisles.
8. It is understood that the seasonal decorations for Christmas will not be removed for weddings. The florist may make use or supplement these decorations for the wedding.
9. In order to maintain the beauty of the ceremony we request that artificial flowers not to be used on the altar.

Photography

Because the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to hold in reverence the ceremony and the church. We ask that the photographer be as unobtrusive as possible, and that he or she be dressed appropriately for the ceremony.

1. Pictures are permitted freely in the foyer of the chapel and the Worship Center, and as the Bride begins to walk down the aisle.
2. No flash pictures shall be made during the ceremony, whether it is in the Sanctuary or the Chapel. Time exposures may be made from the rear of the Worship Center or balcony or the rear of the chapel.
3. No movement at or near the altar is permitted by the photographer or videographer.
4. Pictures are permitted during the recessional

5. The bridal party may re-enter the Worship center or chapel after the ceremony for final pictures. The wedding party is requested to spend no more than thirty minutes for any final pictures.

Minister

It is traditional to offer the minister in charge of your wedding an honorarium for their services. The bride and groom should contact the Minister to inquire if he has a set fee.

All parties involved in the wedding, including vendors and guests are prohibited from the use of cigarettes, alcohol, foul language or discourteous actions while on church property. Violation of this regulation will result in the immediate removal of the offending party or parties from the church property at the time of the offense.

CLIENT ASSUMES ENTIRE RESPONSIBILITY AND LIABILITY FOR ANY CLAIM OR ACTIONS BASED ON OR ARISING OUT OF INJURIES, INCLUDING DEATH, TO PERSONS OR DAMAGES TO OR DESTRUCTION OF PROPERTY, SUSTAINED OR ALLEGED TO HAVE BEEN SUSTAINED IN CONNECTION WITH OR TO HAVE ARISEN OUT OF OR INCIDENTAL TO THE PERFORMANCE OF THIS CONTRACT BY CLIENT, ITS AGENTS OR EMPLOYEES, REGARDLESS OF WHETHER SUCH CLAIMS OR ACTIONS ARE FOUNDED IN WHOLE OR IN PART UP ON THE NEGLIGENCE OF FIRST BAPTIST CHURCH, FIRST BAPTIST'S REPRESENTATIVE, OR THE EMPLOYEES, AGENTS, INVITEES, OR LICENSEES THEREOF. CLIENT FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS FIRST BAPTIST CHURCH AND ITS REPRESENTATIVES, AND THE EMPLOYEES, AGENTS, INVITEES AND LICENSEES THEREOF IN RESPECT OF ANY SUCH MATTER AND AGREES TO DEFEND ANY CLAIM OR SUIT OR ACTION BROUGHT AGAINST FIRST BAPTIST CHURCH, FIRST BAPTIST CHURCH'S REPRESENTATIVES, AND EMPLOYEES, AGENTS, INVITEES, AND LICENSEES THEREOF.

Brides Signature

Date