

# WEDDING RESERVATION FORM



Wedding Date: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_  
Time: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_  
Day-Time Phone: \_\_\_\_\_ Night-Time Phone: \_\_\_\_\_

Wedding Decorator: \_\_\_\_\_  
Day-Time Phone: \_\_\_\_\_ Night-Time Phone: \_\_\_\_\_

Bride: \_\_\_\_\_ Church Member?:  Yes  No  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Day-Time Phone: \_\_\_\_\_ Night-Time Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Church Member?:  Yes  No  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Day-Time Phone: \_\_\_\_\_ Night-Time Phone: \_\_\_\_\_

Minister Requested to Officiate: \_\_\_\_\_  
Musician: \_\_\_\_\_  
Vocalist: \_\_\_\_\_  
# of Songs to be Sung: \_\_\_\_\_  
# of Recorded Songs to be Played: \_\_\_\_\_  
Wedding Colors: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_

## **WEDDING FACILITY GUIDELINES:**

### A. DONATIONS / EXPENDITURES:

	<b><u>Church Member</u></b>	<b><u>Non-Member Donation</u></b>
1) Sanctuary.....	No Cost .....	\$750
Pulpit/Clergy .....	No Cost .....	\$100
Security Guards .....	No Cost .....	Included in Above*
* <i>Rehearsal and Ceremony PLUS Three (3) Guards for 3 hrs. If guest list totals under 100, then price may decrease.</i>		
2) Branch Hall .....	No Cost .....	\$600
( Lower Auditorium )		
3) Officiating Minister .....	No Cost .....	Included
4) Custodian.....	No Cost .....	Included
5) Video Technician & Editing ...	\$100 .....	\$250
6) CD Technician .....	\$ 50 .....	\$100
7) Musician / Vocalist .....	Fee to be arranged between the Wedding Coordinator / Bride & Groom & the Musician.	

### B. POLICIES FOR USE OF CHURCH FACILITIES:

1. If the Pastor is not asked to preside at the wedding, the Pastor must be contacted by the presiding Minister as to the format of the marriage ceremony.
2. All persons wishing to be married by the Pastor/an Antioch Pulpit Associate, must meet with him/her privately at least one (1) month prior to the date of the wedding ceremony.
  - a) The couple should have read the book entitled, "*Before We Say I Do: Seven Steps to a Healthy Marriage*" by Dr. Marvin A. McMickle, Ph.D.
  - b) A county sponsored marriage workshop entitled "Turning the Tide on Black Marriage" is available -- free of charge -- for any couple wishing to participate.
3. Alcoholic beverages of any kind are strictly prohibited anywhere in or on the church campus.
4. Smoking is prohibited anywhere inside the church campus; however, there are designated outside areas for smoking.
5. Dancing is prohibited on the church campus.
6. All donations/expenditures related to the wedding ceremony (rental, clergy, technicians, etc.) **must be paid in full, two (2) weeks prior to the rehearsal date.**
7. Rehearsal, reception or any other related activities must be concluded by 8:30 p.m. For every quarter hour (15 minutes) block of time past 8:30 p.m. an additional \$50 will be due.

8. Florists and others preparing decorations for the ceremony and/or reception, must supply their own supplies and tools. Nothing used to decorate should deface the property.
9. Caterers and others preparing food for receptions, must supply their own dishes and utensils.

**C. PAYMENT ARRANGEMENTS FOR NON – MEMBERS:**

1. Use of the Sanctuary and/or Branch Hall is not guaranteed until a 50% deposit (of applicable costs from A1 through A5) is received by the Office Manager.
2. The rental and technicians fee balance is due two (2) weeks before the rehearsal date.

**If any of the above listed policies are violated, use of the facilities will be terminated IMMEDIATELY WITHOUT A REFUND.**

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Signature of Wedding Coordinator

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Signature of Office Manager

**PLEASE RETURN WITHIN TEN ( 10 ) DAYS TO:**

Check / Money Orders Payable to ..... ANTIOCH BAPTIST CHURCH  
Mailing Address..... 8869 Cedar Avenue, Cleveland, OH 44106

<b>FOR OFFICE USE ONLY</b>			
Method of Payment:	<input type="radio"/> Cash	<input type="radio"/> Check	<input type="radio"/> Money Order      \$ _____
Check Number:	_____	Bank / Organization:	_____
Date Received:	_____	Received By:	_____

# WEDDING FACILITY AGREEMENT

Group Requesting Facilities: \_\_\_\_\_

Contact Name and Telephone Number: \_\_\_\_\_

Date Requested for the Event: \_\_\_\_\_

Time of Event: \_\_\_ a.m./p.m. \_\_\_ a.m./p.m. (Arrival) \_\_\_ a.m./p.m. (Departure)

Facilities will be used for the Specific Purpose of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## AREA(S) OF CHURCH REQUESTED FOR USAGE:

### SANCTUARY

Will the Sanctuary instruments be used?                      Yes                      No

Any damage occurring to these instruments during the time of your event, your group \_\_\_\_\_, is responsible for any and all repair costs involved to restore the instruments to their original condition.

### BRANCH HALL AND KITCHEN

Will the Branch Hall and/or Kitchen be used?                      Yes                      No

*Note: All cooking utensils, paper materials, table set up, and cleaning up of the kitchen and dining area (etc.), are the responsibility of the group using the facility. Areas should be restored to their original condition upon the conclusion of the event.*

*If your group has any special personnel requests or expectations, please list them below. (e.g. Antioch Arranged Catering)*

\_\_\_\_\_  
\_\_\_\_\_

*Note: No tickets or promotional items may be sold on the premises of Antioch Baptist Church. A free-will offering is permitted.*

*Antioch reserves the right to pre-approve all advertising surrounding all events held on the premises of the church.*

*We have read the above terms and conditions for the usage of your facility and agree to comply.*

\_\_\_\_\_  
Representative, Community Group Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Administration, Antioch Baptist Church

\_\_\_\_\_  
Date

## **I. WEDDINGS, REUNIONS or PRIVATE FUNCTION**

### Church Members:

- No fees for use of facilities
- Cost for security will be paid by the church

### Non-Church Members:

- \$750.00 for use of Sanctuary
- \$600. 00 for use of Branch Hall
- 50% deposit for use of each facility
- Balance must be paid within two (2) weeks of event
- Requirement that user arrange and pay for security personnel of Antioch Baptist Church.

### Non-Profit Groups

- Determined on individual case basis by Director of Administration if tickets are sold, fees required are:
- \$750.00 for use of Sanctuary
- \$600.00 for use of Branch Hall
- Requirement that user arrange and pay for security personnel of Antioch Baptist Church.

## **II. HOURS OF OPERATION FOR FUNCTIONS**

- Monday through Sunday, 8:00 a.m. to 9:00 p.m.
- Activities on Saturday evenings should be concluded no later than 9:00 p.m.
- In extenuating circumstances, prior authorization from Director of Administration is required.

## **III. SECURITY POLICY**

- Security Personnel are required at all events for the protection of attendees and to protect Church property.