**THE WEDDING PACKET**

MCj03985670000[1]

CENTRAL BAPTIST CHURCH

3625 Clement Road

Columbia, SC 29203

[www.centralbaptistcolumbia.org](http://www.centralbaptistcolumbia.org)

(803) 252-3742

Rev. Ricky Ray Ezell, Sr.

Pastor

***09/17/2017***

**Wedding Policies and Procedures**

**Central Baptist Church**

* Couples utilizing Central Baptist’s Minister must make arrangement separate from “rental of facility,” with the understanding that the fee does not include Central Baptist’s Minister. Further, if you seek the minister of Central Baptist, please understand that premarital counseling is required prior to the wedding.
* All portions of the wedding ceremony must meet the approval of the minister or the appointed church official. All ceremony components should be discussed and approved.
* Pastors or ministers from other churches within the Christian Community may officiate the ceremony at our facility. Permission may be obtained to utilize an outside minister provided the minister meets the standards of Central Baptist Church. Other ministers may also be invited to assist our minister(s) with the ceremony.
* All details of the wedding should be finalized prior to the wedding rehearsal. **Rehearsals are scheduled to last a maximum of one (1) hour.** The couple and Director should discuss all details prior to the rehearsal in order for this time period to run smoothly and efficiently. It is strongly recommended that the couple and the Director meet in the sanctuary during normal business hours prior to the wedding rehearsal.
* No part of the rented facility is to be used except rooms previously approved by the church office. Classrooms are available for the wedding rehearsal and the wedding and must be approved and assigned by the church office.
* It is the responsibility of the couple to ensure that the rented facility and its equipment are not abused. The couple and its wedding party and/or guests are responsible for any damage done to the facility, carpet, furniture or equipment due to negligence.
* Children are expected to be accompanies by adults at all times. The couple is responsible for keeping them in control at the rehearsal, wedding and reception.
* The couple is responsible for ensuring that the wedding party is on time to the rehearsal and the wedding. Directions to the church are encouraged to be provided to your wedding guests.
* NO RICE, BIRD SEEDS, GLITTER, OR CONFETTI may be used inside the facility or on the church’s ground.
* Musical instruments, pulpit podium/furniture or chairs on the choir stand cannot be moved unless approved by the minister.
* Nails, tacks, or tape are not to be used on the pews, walls, or floors of the Sanctuary.
* No food or drinks are allowed in the sanctuary or classrooms.
* **Only non-drip (mechanical) candles** are allowed in the Sanctuary.
* All activities must be concluded by 10:00 PM.

***09/17/2017***

* NO EVENT WILL BE CONDUCTED WHEN ANY MEMBER OF THE WEDDING PARTY/OR GUEST IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS. NO ALCOHOLIC BEVERAGES, TOBACCO, OR DRUGS PRODUCTS ARE ALLOWED ON THE PREMISES.
* A church staff technician is required to operate the church’s sound system.
* Music with explicit lyrics is not allowed on the premises.
* Non-members cannot reserve the Sanctuary earlier than six months before the requested date unless approved by the minister.
* Central Baptist Church is not responsible for any lost or stolen property of the wedding party/guests while in attendance at the rehearsal, wedding or reception.
* A NON-REFUNDABLE DEPOSIT IS REQUIRED TO BOOK ALL WEDDINGS. THE BALANCE IS DUE ONE MONTH PRIOR TO THE EVENT. FAILURE TO PAY THE BALANCE BY THE SAID DEADLINE WILL RESULT IN THE CANCELLATION OF THE WEDDING. **CHECKS, MONEY ORDERS/CASHIER CHECKS ARE PAYABLE TO: CENTRAL BAPTIST CHURCH.**

***09/17/2017***

**WEDDING RESERVATION FORM**

CENTRAL BAPTIST CHURCH

3625 Clement Road; Columbia, SC 29203

(803) 252-3742

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

Bride \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Home) (Work) (Cell)

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Home) (Work) (Cell)

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the rehearsal dinner be held at the church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(additional cost)*

Will the reception take place at the church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(additional cost)*

**Please indicate time for the church to be opened for the following?**

Rehearsal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Florist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please complete the reverse side of this form*

***09/17/2017***

Please provide the following information for our records:

Officiating Minister(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Musician(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer (if reception is at the Church)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Florist

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Directress

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***09/17/2017***

**Price List (Non-Members)**

**Central Baptist Church**

**Wedding Reservation Form**

Wedding Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES**

Sanctuary (seats 829) $1,200.00

Family Life Center (to be determined under a

Separate contract)

(Family Life Center’s Catering Services Only)

Sound Technician (for rehearsal) $ 50.00

Minister’s Fee: To be determined by the minister. It is your responsibility to contact the minister.

**Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A non-refundable deposit of **$250.00** is required to book the date. The **balance is due 30 days prior to the wedding**. Checks, money orders, and/or cashier’s checks are to be made payable to Central Baptist Church. If the balance is not paid by the due date, the church has the right to cancel the Wedding.

I acknowledge that I have read and understand the wedding policies and procedures of Central Baptist Church. Further, I agree to abide by these policies and procedures. All physical arrangements are subject to approval by the Church’s Business Manager or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the absent of the Business Manager.

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

***Signature Date***

***09/17/2017***

**Price List (Members)**

**Central Baptist Church**

**Wedding Reservation Form**

Wedding Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES**

Sanctuary (seats 829) $600.00

Family Life Center (seats 400)

(Family Life Center’s Catering Services Only)

Sound Technician (for rehearsal) $ 50.00

Minister’s Fee To be determined by the minister. It is your responsibility to contact the minister.

**Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A non-refundable deposit of **$200.00** is required to book the date. The **balance is due 30 days prior to the wedding**. Checks, money orders, and/or cashier’s checks are to be made payable to Central Baptist Church. If the balance is not paid by the due date, the church has the right to cancel the Wedding.

I acknowledge that I have read and understand the wedding policies and procedures of Central Baptist Church. Further, I agree to abide by these policies and procedures. All physical arrangements are subject to approval by the Church’s Business Manager or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the absent of the Business Manager.

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

***Signature Date***

***09/17/2017***