



## Wedding Request Form

*Please print clearly and fill out completely*

### 1. GENERAL INFORMATION

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Is bride or parent a member of First Baptist Church:  Yes  No

Is groom or parent a member of First Baptist Church:  Yes  No

### 2. EVENT INFORMATION

Pastor Performing Ceremony: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Affiliation, if not FBCPC: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm

Decorating Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm  
(No earlier than one (1) day in advance)

Ceremony Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm

Reception Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm

**NOTE: The church buildings close at 8:00pm nightly. All activities must be concluded by 7:00pm.**

### 3. MEETING SPACE REQUESTED

Please indicate all rooms being requested/utilized for this event. The cost for space will equal the number of hours times the rate. **All activities that run beyond the agreed upon hours will be subject to double the rate fee for each hour above the original booking.**

#### A. SPACE REQUESTED

Space	# Hours Requested 3 hr. maximum	Rate	Dollar Amount
<b>Worship Center</b> (occupancy 497) Up to 1 hour of decorating and rehearsal time available at no charge. Must be scheduled at time of booking.		\$150 / hr.	
<b>Activity Center / Fellowship Hall</b> (occupancy 240) Up to 1 hour of decorating time available at no charge. Must be scheduled at time of booking.		\$150 / hr.	
<b>Meeting Room – Downstairs</b> (occupancy 72 @ round tables or 125+ chairs in rows) Up to 1 hour of decorating and rehearsal time available at no charge. Must be scheduled at time of booking.		\$75 / hr.	
<b>Kitchen</b> – for catered meal or meal prep only		\$0 / hr.	
* FBCPC Member: <input type="checkbox"/> Bride <input type="checkbox"/> Groom <input type="checkbox"/> Parent		Less 100%	
<b>Subtotal A</b>			

**\* Active members of First Baptist Church of Palm Coast and their immediate family members ARE NOT subject to the space fees above, for weddings, rehearsals, or receptions. However, weddings, rehearsals and receptions booked by church members that run beyond the agreed upon hours will be subject to double the rate fee for each hour above the original booking.**

#### B. FURNISHING AND SUPPLIES

Furnishings/Supplies	# Requested	Rate	Dollar Amount
Banquet Round Tables: seating 8, unclothed		\$0 / table	
Rectangular Tables: seating 3-6, unclothed		\$0 / table	
Chairs		\$0 / chairs	
Podium		\$0 / hr.	
Tablecloths		\$1 / plastic cloth \$5 / fabric cloth	
Other Furnishings/Supplies: (Please specify) _____		Cost Negotiable	
<b>Subtotal B</b>			

**C. SUPPORT**

<b>Support</b>	<b>Units / Hours</b>	<b>Rate</b>	<b>Dollar Amount</b>
Light Refreshments (brought in)		.25 / person	
Heavy Refreshments / Meal (brought in)		.50 / person	
Custodial Support	1	\$50 Flat	\$50 Flat
<b>Sound Technician for Sanctuary</b> Includes up to 1 hour rehearsal; 1 hour wedding. In-house sound technicians <b>ARE NOT</b> available for wedding receptions. (No streaming services available)		\$100 Flat (2 hr. maximum)	
Pianist / Organist Includes up to 1 hour rehearsal; 1 hour wedding		\$100 Flat (2 hr. max.)	
		<b>Subtotal C</b>	

**FEES**

Space Rental           \$ \_\_\_\_\_

Furnishing/Supplies   \$ \_\_\_\_\_

Support                 \$ \_\_\_\_\_

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

**PAYMENTS**

\$100 Refundable Deposit (see notes)      Date Paid: \_\_\_\_\_

Balance Due Date (7 days prior to event)   Date: \_\_\_/\_\_\_/\_\_\_

Balance Due \$ \_\_\_\_\_                      Date Paid: \_\_\_\_\_

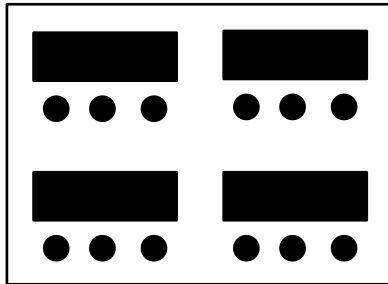
**NOTE:**

- Initial deposit will be forfeited if canceled within seven (7) days of event.
- First Baptist Church reserves the right to bill the requestor for rooms not left reasonably clean or for any damages to rooms or equipment.

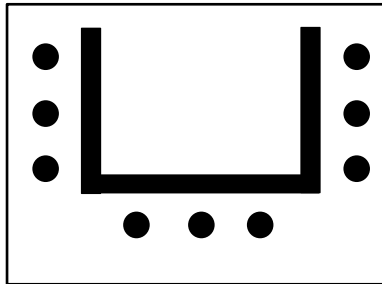
**D. WEDDING RECEPTION SETUP**

**STANDARD ROOM SET UP CONFIGURATIONS**

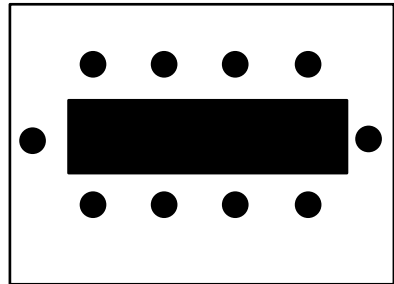
Classroom



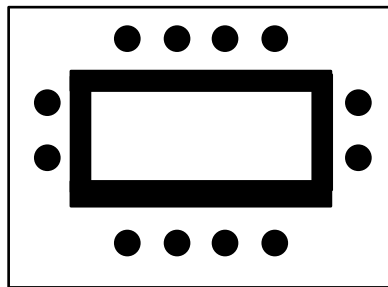
U-Shape



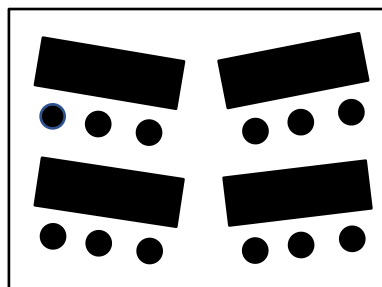
Conference



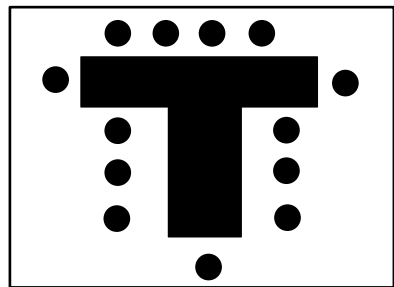
Hollow Square



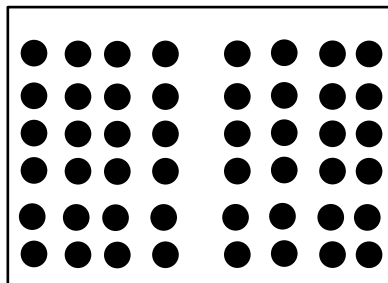
Chevron



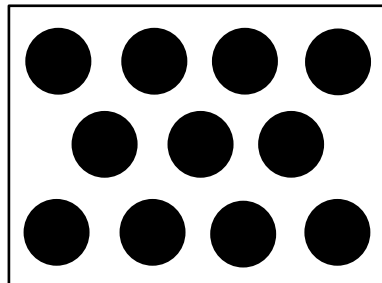
T-Shape



Theater



Banquet (8 chairs per round)



Other



Please include any special set up instructions. (Charges may be assessed to groups that do not return the room(s) requested to relative cleanliness and reasonable order.) \_\_\_\_\_

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**4. TERMS AND CONDITIONS**

Initial \_\_\_\_\_

- A refundable deposit of \$100 is required at the time of booking to secure a reservation.
- The initial deposit will be forfeited if canceled within seven (7) days of event.
- Set-up and clean-up time must be included in the hours reserved for your event.
- **Activities running beyond reserved hours will incur charges at double the hourly rate for each hour above what was contracted.**
- We reserve the right to refuse any activity that does not affirm our beliefs as expressed in the Baptist Faith & Message 2000. To view the Baptist Faith & Message, visit <http://www.sbc.net/bfm/bfm2000.asp>
- **You are responsible for decorating the sanctuary and reception area, as well as removal of all decorations and food immediately after the event.**
- No smoking, vaping, gambling, or alcoholic beverages are allowed on church property.
- The church is a public facility; therefore, all event attendees should wear the proper attire, i.e., no swimsuits; shoes and shirts should be worn at all times.
- The facility is not set up for cooking/frying, therefore, each party should plan for catered meals only.
- **Children should be supervised at all times.**

I have read and understand the above Terms and Conditions. Please process my request for use of the facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initial \_\_\_\_\_

I have received a copy of the Terms and Conditions.

Comments/Notes:

**For Office Use Only**

Approved       Disapproved

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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