



BETHLEHEM BAPTIST CHURCH
1936 ELKWOOD SECTION RD
HAZEL GREEN, AL 35750
256.828.4835 BBCHG.ORG

For Office Use Only	
Form Returned on	____ / ____ / ____
Deposit:	<input type="checkbox"/> Cash <input type="checkbox"/> Check \$ _____
Deposit:	<input type="checkbox"/> Cash <input type="checkbox"/> Check \$ _____

Wedding Reservation Form

Wedding Date: _____ **Wedding Time:** _____

Rehearsal Date: _____ **Rehearsal Time:** _____

Bride: _____ **BBC Member?:** Yes No

Address: _____

Phone: Home _____ Work _____ Cell _____

Email: _____

Groom: _____ **BBC Member?:** Yes No

Address: _____

Phone: Home _____ Work _____ Cell _____

Email: _____

Wedding Director: _____ **BBC Member?:** Yes No

Phone: Home _____ Work _____ Cell _____

Email: _____

Anticipated Number of People Attending: _____

Rehearsal Location:

Worship Center Youth Center Family Life Center Front Lawn Back Lawn

Other: _____

Wedding Location:

Worship Center Youth Center Family Life Center Front Lawn Back Lawn

Other: _____

Reception Location:

Family Life Center Solid Rock Café Front Lawn Back Lawn

Other: _____

Other Items: (please specify quantity)

- Tables: 60" Round x _____ 8' Rectangle Tables x _____ 6' Rectangle Tables x _____
- Chairs: _____ Preschool size Moon Bounce Podium TV/VCR TV/DVD
- White Tablecloths: # _____

Media Personnel: (At least one person is required if anything is to be turned on in the sound booth in either Worship Center.)

- Sound Requested? Yes No (CD's, DVD's, Instruments, Voice)
- PowerPoint Requested? Yes No (This does not include design of a Power Point presentation.)
- Theatrical Lighting Requested? Yes No (This does not include repositioning of lighting system.)

Cleaning:

- Active Member of Bethlehem Baptist Church. (confirm with church office)
 - Our wedding party will clean after the wedding.

(A check list will be provided and must be followed completely. A cleaning deposit is required to secure the wedding date, and may be refunded the week following the ceremony.)
 - We prefer the maintenance personnel to clean after the wedding.

(Fee will apply, see fee schedule.)

- Non-Member or Inactive Member of Bethlehem Baptist Church. (confirm with church office)

There is a fee for the Bethlehem Baptist Church maintenance personnel to clean after the wedding. Please see fee schedule.

<input type="checkbox"/> Active Members: Facility: \$0 Cleaning: \$300 Media: \$200 x _____ = _____ (includes rehearsal & ceremony) Other: \$ _____	<input type="checkbox"/> Non-Members & Inactive Members:	Fees: Facility: \$500.00 Cleaning: \$300.00 Media: \$200 x ___ = _____ (includes rehearsal & ceremony) On-site Director: \$200 (for 4 hours plus \$50 hour, responsible for opening/lockup)
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Special Instructions/ Comments: _____

Bethlehem Baptist Church

Policies for Facility Use- General

- All requests and approval for the use of the facilities must go through the church office, well in advance of the activity. All areas will be closed to social activities during regularly scheduled church wide meetings and will be closed 15 minutes prior to all worship services.
- Only Bethlehem Baptist Church active members, groups and organizations will be permitted to reserve all or part of the facilities as “rent free”, with the possible exception of other churches or church related groups in our area. (These exceptions would be subject to approval by the Church Staff, and a nominal fee may be charged if approval is granted.) For non-members and other non-related organizations, a nominal fee based on usage will apply. Inactive members and non-members will pay a building, cleaning and media fee.
- Reservations are limited to a maximum of one per family, per month.
- Event time limit is 2 hours. You are allowed 1 hour before for preparation and 1 hour afterwards for cleanup. (Total time: 4 hours.) **Weddings are allowed 8 hours the day prior for decoration in main worship center if available. Day of wedding 8 hour maximum use.)**
- Reservations may be made only by an adult, age 19 or older. This person will fill out all paperwork and will sign to get the key as the person in charge. This person **must** be present for the duration of the event. He/she will be held responsible for supervision, clean-up and any damages. Non-members must have an on-site church representative present to open and close the church and remain on premises during the event.
- Only the area(s) scheduled will be used. The person(s) in charge are responsible to see that your group does not wander into other areas.
- Reservations will be made on a first come, first serve basis. Church events always have priority over social events. In the event of a conflict, Bethlehem Baptist Church groups will take precedence.
- Reservations should be promptly cancelled if plans are changed.
- Those participating and enjoying the activities at Bethlehem Baptist Church should conduct and dress themselves accordingly. Halter-tops, short shorts, etc are not acceptable apparel.
- No tobacco of any kind will be allowed inside any part of the buildings. The person in charge is responsible for making sure that there is appropriate cigarette disposal and that there are no cigarette butts on the church property.
- No alcoholic beverages or profanity of any kind are allowed on the premises at all.

Bethlehem Baptist Church

Policies for Facility Use - Weddings

These items are in addition to those found on the “Policies for Facility Use- General”.

- Only a Christian emphasis is permitted.
- Marital Counseling is imperative for all couples that wish to be married at Bethlehem Baptist Church, even if there is a guest minister officiating the ceremony.
- All guest ministers must be approved by the current Pastoral Staff of Bethlehem Baptist Church.
- All weddings are to be scheduled in the same manner as any other social event. Church events will always have priority. If there is not a church event scheduled, active members have first priority. Non-members will be allowed to schedule a wedding no earlier than 90 days prior to the event, to assure a member’s priority.
- **Weddings can not be conducted after 4:00pm and must be concluded by 7:00pm (including the reception and photos) on any Saturday evening to ensure that the maintenance personnel have plenty of time to have the church ready for Sunday morning worship services.**
- Rice shall not be used inside or outside the building. Birdseed or bubbles are acceptable.
- Protective materials shall be used for items such as candles, sand, etc.
- Bethlehem Baptist Church’s Media Personnel is required, for a fee, if any lighting or sound equipment is to be used. (Media Personnel are volunteers for church activities, but are hired for social events held at the church.)
- Lyrics for music used in the rehearsal, rehearsal dinner, ceremony or the reception must be approved by the Bethlehem Baptist Church staff.
- You may use any furniture, dishes, greenery, etc in the church, but you must reserve prior to wedding, clean and return all items to the proper place immediately after use
- Return all chairs, podiums and other items to their proper place.
- Your wedding party and/or family is responsible for returning all rental items.

I agree to the Facility Use Policy of Bethlehem Baptist Church.

Person in Charge:

Printed Name

Signature