

❧ Wedding Policies ❧

Briarwood Baptist Church

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Watkinsville, GA 30677
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Revised November 2009
Effective date: 01/01/10

Dear Friends,

We are very glad you have chosen (or are considering) Briarwood as the place for your wedding ceremony. It is our desire to assist you in making your wedding a most special event. Since marriage was instituted by God Himself, we believe that a church sanctuary is the most appropriate place for a wedding to be conducted. We want to help you plan a ceremony that is dignified, sacred and memorable.

The fees we charge are only about recovering the costs of utilities, cleaning and paying the people who assist during weddings a fee commensurate with their time involved. Please understand that it is not our desire or intention to profit from your wedding event at Briarwood.

The Wedding Hostess is your connection with our church. She is available to assist you throughout the process from beginning to end. She is glad to answer your questions and help you with details. Please feel free to call on her whenever you need her.

If you do not already have a church home, we invite you to consider making Briarwood your church family. Marriages are strengthened as a couple puts God at the center of their lives together. He provides wisdom and instruction from the Bible to help us build a fulfilling relationship. As we make friends with other couples who are serious about having a Christian marriage, we are encouraged and motivated to do the same. Involvement in worship services and Bible study classes will help provide you with the spiritual tools to develop an intimate and long-lasting relationship. You are more than welcome to come as our guest on any Sunday before or after your marriage.

Again, we are glad to be here for you. Please know that we wish you the very best in your marriage and are available to help you if you need us on down the road. May God bless you as a couple and the home and family you are beginning together.

Your friend in Christ,

Rick Standard
Senior Pastor

Checklist

<p>_____ 12 months prior to wedding date</p> <p>_____ 9 months prior to wedding date</p> <p>_____ 3 months prior to wedding date</p> <p>_____ 3 months prior to wedding date</p> <p>_____ 2 months prior to wedding date</p> <p>_____ 1 month prior to wedding date</p>	<p>Members reserve church; Wedding Hostess will contact ☞ Complete Application</p> <p>Non-members reserve church; Wedding Hostess will contact ☞ Complete Application</p> <p>First meeting with Wedding Hostess</p> <p>Counsel with Pastor Rick Standard; if he is officiating</p> <p>Counsel with Pastor Rick Standard; if he is officiating</p> <p>Second meeting with Wedding Hostess ☞ Approve music ☞ Approve text of program ☞ Pay final fees</p>
<p>NOTE: Saturday weddings should begin no later than 6:00 pm.</p>	

Price Guide

REQUIRED FEES	MEMBER*	NON-MEMBER
Damage Deposit (due w/ application)**	\$300	\$500
Sanctuary Rental, Custodial Fee***	\$625	\$725
Wedding Hostess	Up to 10 hours included Additional \$35/hour	Up to 10 hours included Additional \$35/hour
Audio Technician	Up to 3 hours included Additional \$35/hour	Up to 3 hours included Additional \$35/hour
OPTIONAL FEES		
Fellowship Hall Rental, Custodial Fee	\$225	\$225
Pianist/Organist/Soloist****	Negotiated fee	Negotiated fee

* Member = bride or groom or father/mother of the bride or groom

** This fee/deposit will be refunded within two weeks of the wedding provided there is no damage; should the wedding be cancelled, a \$50 fee will be deducted for the Wedding Hostess' time.

*** Includes moving chairs from the choir loft and pulpit furniture

**** If reserved through Briarwood; please ask Wedding Hostess for a current list

Music

Please keep in mind that a church wedding is a religious ceremony and music should be selected accordingly. The Wedding Hostess will coordinate your music requests with the Minister of Music.

Audio

To ensure proper use of the church's equipment, no one will be allowed in the audio/video rooms except the technicians that are trained members of the media committee.

Decorations/Flowers

Please be certain that any decorations which are used will not damage the church building. NO nails, adhesives, staples, or screws may be used on the furniture or walls. Only drip less candles may be used. Please do not remove the hymnals.

If you would like to leave a flower arrangement from your wedding to be used in the church on Sunday, please notify the Wedding Hostess. Otherwise, all decorations (including all rented or borrowed property) must be removed immediately after the wedding (within four hours).

Fellowship Hall

The Fellowship Hall kitchen may be used to prepare and serve food for your reception. Food is NOT permitted in areas other than the Fellowship Hall. The church does not furnish table linens, platters, trays, plates, cups, or utensils. Please ensure the kitchen is clean at the end of your event including washing the counters, removing ALL food or items that were brought into the kitchen, and placing tables and chairs in storage areas. Garbage must be removed from the church building; there is a dumpster located behind the building. Grease should not be poured down the sink; a grease container is located near the dumpster.

NO alcoholic beverages, NO smoking, and NO dancing are allowed on the church property. Bird seed, rose petals, bubbles, etc. may be used in the parking lot.

Wedding Hostess

During the first meeting with the bride/groom, the Wedding Hostess will review the facilities and the wedding policies.

Application for Wedding Ceremony to be held at Briarwood Baptist Church

Wedding Date: _____	Wedding Time: _____
Reception in Fellowship Hall:	Yes _____ No _____
Rehearsal Date: _____	Rehearsal Time: _____
Rehearsal Dinner in Fellowship Hall:	Yes _____ No _____

BRIDE's Full Name:	_____
Address:	_____
Phone:	Home _____ Cell _____
Occupation:	_____
Work Phone:	_____
E-mail Address:	_____
Church Membership:	_____
Parents' Names	_____
Parents' Address	_____
Parents' Phone No.	Home _____ Cell _____

GROOM's Full Name:	_____
Address:	_____
Phone:	Home _____ Cell _____
Occupation:	_____
Work Phone:	_____
E-mail Address:	_____
Church Membership:	_____
Parents' Names	_____
Parents' Address	_____
Parents' Phone No.	Home _____ Cell _____

Address of couple after wedding _____

 Phone No. after wedding _____

No. of Guests expected for Wedding _____ For Reception _____
 No. of Bridesmaids _____ No. of Groomsmen _____
 No. of Children in Wedding Party _____
 Minister's Name _____ Phone No. _____
 Wedding Director _____ Phone No. _____
 Organist/Pianist _____ Phone No. _____
 Vocalists _____ Phone No. _____
 Florist _____ Phone No. _____
 Caterer _____ Phone No. _____
 Photographer _____ Phone No. _____

I have received a copy of the Briarwood Baptist Church wedding policies and understand its content, terms, and conditions. I agree to abide by all of the wedding policies and will be responsible for costs associated with this wedding.

Bride's Signature _____ Date: _____
 Groom's Signature _____ Date: _____

FOR INTERNAL USE ONLY

Date & Sign

Damage Deposit Rec'd AMOUNT \$ _____ Ck # _____	
Application Approved & Placed on Church Calendar; Confirmed w/Bride	
Wedding Hostess _____ Member _____ Non-Member _____	
1st Mtg w/Wedding Hostess _____ 1st Mtg w/Pastor _____ 2nd Mtg w/Wedding Hostess _____ 2nd Mtg w/Pastor _____	
Final Fees Rec'd; AMOUNT \$ _____ Ck # _____	
Deposit Returned; AMOUNT \$ _____ Ck # _____	