



The Central Baptist Church of Baltimore City
WEDDING INFORMATION & CONTRACT

Congratulations on your upcoming wedding!

We share your excitement about your engagement and wedding! It is all a part of God's plan, "A man shall leave his father and mother and cleave to his wife, and the two shall become one flesh." Therefore, it is our desire to do all we can to equip you for a successful marriage.

1. Church Wedding Coordinator

The Church Wedding Coordinator will be your main point of contact with us. The services provided by the Wedding Coordinator include:

- Coordinating dates and times for the rehearsal, ceremony, and reception, if applicable.
- Facilitating communication between you and the staff of Central
- Providing access to the building at designated times during the rehearsal, ceremony, and reception
- Providing available options for order of service, vows, and decorations
- Advising the bridal party on available spaces for getting ready before the wedding
- Providing guidance on set-up of the sanctuary and reception space (wedding parties are responsible to physically set up and return chairs, tables, and decorations)

The Church Wedding Coordinator will also be present and available during the rehearsal and ceremony, if held at Central, to ensure that things run smoothly. Because the role of the Church Wedding Coordinator is limited, you are welcome and encouraged to additionally engage your own Wedding Coordinator if you desire more guidance in planning your wedding.

For more information about scheduling your wedding at Central, please contact our Church Wedding Coordinator by phone: (410) 233-8558 ext. 18 or (410) 978-1353.

2. Scheduling the wedding

The scheduling of the wedding at Central is on a "first-come, first-served" basis and does not supersede the scheduling of regular church activities. Once the deposit is received for a wedding date, we will place that date on the church calendar as the guaranteed wedding date for that couple. Only one wedding may be scheduled per day.

We do not conduct weddings on the following dates.

- Any Sunday
- The week between Christmas Eve and New Year's Day
- Easter Weekend
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Weekend
- Sunday before through Saturday on the week of Vacation Bible School

3. Pre-marital counseling

Central's pre-marital counseling consists of four (4) sessions with the senior pastor. We require pre-marital counseling for each couple getting married at Central. If you prefer outside pre-marital counseling, you must submit a letter on official letterhead from a licensed counselor certifying that you have received or are scheduled to receive such counseling.

4. Senior Pastor

The senior pastor is honored and excited to be a part of and officiate your wedding celebration. He will be present at the rehearsal and the day of the service to lead and perform the wedding. The senior pastor will most likely, however, be unable to attend or participate in the rehearsal dinner and or the wedding reception.

5. Wedding rehearsal

To respect everyone's time, we require that the entire wedding party be present and ready to start at the set time of the rehearsal.

6. Marriage license

The marriage license should be delivered to the Church Wedding Coordinator at, or prior to, the rehearsal so that it may be properly prepared.

7. Church use

- Rental of the church facility will begin and end at the times agreed upon and arranged with the Church Wedding Coordinator.
- All rooms are to be left in the same condition and arrangement as found.
- Decorations must not be fastened to the woodwork or furniture with screws, nails, or wire. Masking tape, removable clips, and removable 3M hooks are acceptable. All decorations and fasteners must be removed within your rental time frame.
- No smoking or alcoholic beverages are allowed in the building or on the church grounds at any time.

- For receptions held at Central, all food, beverages, and serving items are to be provided by the wedding party. You must also provide your own containers and bags for left-over food items.
- It will be the responsibility of the wedding party to cover the cost of professional cleaning, if necessary, as a result of food spills.
- It is the responsibility of the wedding party to remove litter and debris from the parking lot and church grounds left by wedding guests.
- Food and beverages are restricted to the kitchen and dining areas only. No food is permitted in the church front lobby or Sanctuary.
- The sound, lighting, and video equipment may be operated only by a church technician.
- The church nursery and child care providers are not available for weddings.
- The throwing of rice, birdseed, or confetti is prohibited at all times.
- The use of cellular phones is prohibited during the wedding service.
- The church does not draft or print wedding programs. However, we can refer you to someone. In any case, the senior pastor must approve the order of the wedding service before your programs are printed.
- To ensure the sacredness of the wedding ceremony, no flash pictures shall be taken during the actual ceremony until the benediction has been pronounced. This applies to guests who may be taking pictures and all professional photographers. Time exposure photographs may be taken.
- Video cameras may be used as long as no additional lighting is used.
- The Central Baptist Church is not responsible for theft or damage to wedding gifts or other items brought on church property for the wedding.

8. Equipment

The following equipment is available in the Sanctuary

- Organ
- Piano
- Sound system
- Lighting system
- Video system
- Chairs & pews

The following equipment is available in the Multi-purpose Room

- Sound system
- Video system

All technical equipment must be operated by a Central technician. See the “Schedule of Fees” table below for the applicable costs. Under no circumstances shall anyone other than a church technician operate the church’s technical equipment.

9. Musician

We prefer that you employ one of Central’s musicians to play for your wedding. Outside musicians, if used, must be trained musicians approved by Central’s Director of Music. Please discuss your particular wishes with the Church Wedding Coordinator.

10. Music

All wedding music must be approved by the senior pastor and the Director of Music. The selection of vocal, instrumental, and organ music should be worship centered. Popular secular music which does not have a divine-religion dimension is more appropriate at the wedding reception. The Church Wedding Coordinator can help you select the appropriate music. Taped music is discouraged. If used, an additional fee may apply.

11. Reception

The Central Baptist Church Multi-purpose Room is available for small wedding receptions. The Multi-purpose Room seats 150 people. Smoking and drinking alcohol are not allowed on the church grounds. Please discuss your particular wishes with the Church Wedding Coordinator.

12. Cancellation

If charged, the “facility usage fee” is non-refundable should you cancel the wedding date reservation.

13. Late fee

A late fee of \$75 accrues every 30 minutes for the late start of the wedding ceremony. Late fees are payable directly to the Church Wedding Coordinator in cash only.

Schedule of Fees

Costs	Non-member	Member
Facility Usage Fee (non-refundable)	\$250.00	\$0.00
Church Wedding Coordinator	200.00	175.00
Pastoral Services & Counseling	300.00	150.00
Musician	300.00	150.00
Lighting, Sound, Video Technician	70.00	0.00
Sanctuary	400.00	0.00
Multi-purpose Room & Kitchen	600.00	425.00
Custodian (1)	150.00	125.00
Security (1)	30.00	30.00
Total	\$2,300.00	\$1,055.00

Payment of Fees

We require a one-third ($\frac{1}{3}$), good-faith deposit is payable at the time you sign the wedding contract. The balance must be paid within 20 days of the date of your wedding. We will only accept payments in cash or by cashier's check or money order payable to: **The Central Baptist Church.**

We agree to all terms and conditions set forth herein by the Central Baptist Church.

Printed name of Bride and Groom:

_____ and _____

Date of Wedding:

Bride's Signature:

Date:

Phone:

Groom's Signature:

Date:

Phone:

Senior Pastor:

Date:

Church Wedding Coordinator:

Date:

Trustee Chairperson:

Date:

FOR OFFICE USE ONLY		
Amount due:		
Deposit received:	Date:	Initials:
Balance due:		
Pymt Amt:	Date:	Initials:
Pymt Amt:	Date:	Initials:
Pymt Amt:	Date:	Initials:
Pymt Amt:	Date:	Initials:
Pymt Amt:	Date:	Initials: