



REQUEST FOR WEDDING RESERVATIONS & CHECKLIST

NAME OF THE BRIDE/GROOM _____
Present Address _____
Phone Number(s) _____
Email Address(es) _____

NAME OF THE BRIDE/GROOM _____
Present Address _____
Phone Number(s) _____
Email Address(es) _____

FUTURE ADDRESS _____

Is/Are Bride(s) or Groom(s) a member of Grace Baptist Church? YES NO
Are either of your parents a member of our church? YES NO

WEDDING DATE _____ **TIME** _____
PLEASE RESERVE FOR US _____ **SANCTUARY** _____ **FELLOWSHIP HALL** _____ **NURSERY** _____

REHEARSAL DATE _____ **TIME** _____

OFFICIATING MINISTER(S) _____
Phone Number(s) and Email _____

WEDDING DIRECTOR _____
Phone Number(s) and Email _____

WEDDING ORGANIST/MUSICIAN(S) _____
Phone Number(s) and Email _____

WEDDING PHOTOGRAPHER _____
Phone Number(s) and Email _____

FLORIST _____
Phone Number(s) and Email _____

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE, ATTENTION: ADMINISTRATOR, AT YOUR EARLIEST CONVENIENCE TO CONFIRM YOUR RESERVATIONS ALONG WITH A 50% DEPOSIT FEE TO SECURE YOUR RESERVATION.

WE AGREE TO COMPLY WITH THE POLICIES AND REGULATIONS OF GRACE BAPTIST CHURCH REGARDING CHURCH WEDDINGS AND RECEPTIONS.

BRIDE'S/GROOM'S SIGNATURE

BRIDE'S/GROOM'S SIGNATURE

DATE

DATE

DEPOSIT AMOUNT PAID: _____ DATE: _____

APPROVED BY _____



WEDDING POLICIES

4200 DOVER ROAD, RICHMOND, VA 23221
www.rvagrace.org
(804) 353-0134

SETTING THE TIME FOR YOUR WEDDING

The date of your wedding is set in consultation with the church office and officiating minister(s). You will be asked to complete the attached Reservation Form and confirm your reservation with a 50% deposit made to Grace Baptist Church.

YOUR WEDDING MUSIC

Our church organist/pianist can be available to play the organ and/or piano for your wedding at Grace Baptist Church. In case she is not available, our organist will be glad to refer you to another musician, who has been approved by her and the Minister of Music to play for weddings at Grace. If you are interested in other musicians, singers or instrumentalists, she, along with the pastor, can make some suggestions.

The amount of time spent in planning the music for your wedding is entirely up to you. A Christian wedding is a worship service, and we would request that all music selections be made appropriate to such a service. Our organist/pianist will be happy to suggest repertoire either in person or via email. It is suggested that you reserve our organist/pianist at least three months in advance and have music selections confirmed 6-8 weeks before your wedding. Please make arrangements by calling the church office (804-353-0134).

Payment of fees to any musicians performing during your wedding, including our organist/pianist, should be made at the wedding rehearsal. This simplifies a wedding day that can be very hectic and busy.

PHOTOGRAPHER

Pictures or video taken during the actual ceremony must be negotiated with the officiating minister.

WEDDING PARTY

The wedding party should refrain from the use of rice, bird seed, bubbles, and/or confetti within the sanctuary or on the church property.

The church does not allow any alcoholic beverages to be served on the church premises. Smoking is prohibited within the church as well.

REHEARSAL PARTY/ DINNER AND RECEPTION

Your wedding rehearsal party/dinner and reception may be held in the church Fellowship Hall. There is no charge to members for the use of the fellowship hall, use of the kitchen and equipment, dishes, coffee urns, chairs, etc. however there are charges for non members, which are noted below. A custodial fee for clean-up of the fellowship hall will be required.

Any items to be used needs to be approved by the Facility Manager ahead of time. We ask that you also contact the church office regarding your needs. The kitchen and fellowship hall must be cleaned and left in an orderly fashion immediately following use.

DRESSING ROOM

The bride(s) and her attendants may use the church Parlor as a dressing room. (No food or drink is allowed other than water.) The groom(s) may use the Sunday School Classrooms. We ask that no valuables be left overnight after the rehearsal or during the wedding ceremony and reception. The church will not be responsible for lost or stolen articles.

NURSERY

Our facility has a well-equipped nursery that may be used during the time of your wedding. If you wish to use this part of our facility we will need to know in advance. The responsibility for finding a sitter will be left to the bride(s) and groom(s). Your sitter should be responsible in leaving the space clean and orderly.

FLOWERS AND DECORATING

Floral arrangements and other wedding decorations are the responsibility of the couple and/or their families. The carpet in the sanctuary must be thoroughly protected. Dripless candles are required and may be provided by the church. Whether you and your family do your own decorations, or whether you employ a florist, the ones caring for the decorations will be responsible for any damage or cleaning resulting from candle drippings or other spills which damage or mar the looks of the building. Be sure that your florist is aware of this policy.

Decorations shall not be attached to pews or other furniture with pins, glue, tape, or nails of any sort. When the church is used on Saturdays or Sunday afternoons, all decorations such as palms, flowers, and other wedding equipment must be removed immediately after use.

FEES AND HONORARIA

Members of the church (the bride, groom, or one of their parents) will have use of the church facilities without charge. The bride and groom, however, have the responsibility of giving an appropriate honorarium/fee to the officiating minister, organist, musicians, sound tech, and sexton. You may consult with them individually about this.

Non-Members will incur a fee for the use of our facilities. The use of the Sanctuary will be \$600.00. If you wish to use the Fellowship Hall, there will be an additional charge of \$200.00 for 4 hours or less, and \$300.00 for more than 4 hours. A 50% deposit is due in order to secure the space reservation. The remainder is due by the date of the wedding rehearsal. Your check should be made payable to Grace Baptist Church and noted on the check "Building Use Fee - Wedding."

The following are fees/honoraria that both of the parties mentioned above will incur:

- For the help and extra time given by our Sexton, we ask that you remember him with an honorarium at least in the amount of \$100.00 for the Sanctuary, with an additional \$50 if the Fellowship Hall is used.
- Honorarium/fees for others involved in the ceremony (sound tech, officiant, musicians, etc.)
- Grace Baptist encourages couples to give a percentage of the cost of their wedding to their favorite charity.
- If you wish the church to purchase additional candles for you, please contact the church office (804-353-0134). The cost is \$2.00 per candle. The check should be made payable to Grace Baptist Church and noted on the check "Candle Purchase."

All checks payable to the church should be sent to the attention of the Church Administrator.

All honorariums/fees are due no later than the day of the rehearsal.

REFUNDS

Requests for the refund of deposits made to secure this reservation can be made by submitting a written request to cancel this reservation to the attention of the Church Administrator, signed by both the Bride(s) and/or Groom(s) under this agreement. If the cancellation request is received 180 days prior to Wedding Date, the deposit will be refunded in full. If the cancellation request is received between 90 and 180 days prior to the Wedding Date, 50% of the deposit will be refunded. If the cancellation request is received less than 90 days prior to the Wedding Date, no refund of the deposit will be made.

OTHER

Please remember that any other persons hired by the wedding party are the sole responsibility of the bride and groom. Grace Baptist Church will not be responsible for any legal obligation which may arise from the hiring of such persons or places of business. Any questions in regards to our wedding policy can be directed to the Church Administrator (office@rvagrace.org) or by phone (804-353-0134).