

*First Baptist  
Port Charlotte*



*Wedding Application  
Church Member & CCS Staff*

**Wedding Information:**

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reception: \_\_\_\_\_ Time: \_\_\_\_\_

Minister Requested to Perform Ceremony: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_

**Personal Information:**

**Bride's Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Are you a Christian? \_\_\_\_\_ Please be prepared to share with the Minister your salvation experience.

**Groom's Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Are you a Christian? \_\_\_\_\_ Please be prepared to share with the Minister your salvation experience.

**First Baptist Policies:**

- Because of our convictions, thank you from abstaining from all use of smoking or alcohol.
- If you decided to toss anything at the couple, please use only birdseed, and only outside!
- **Payments:** -The security deposit is required upon approval of the application.  
-The balance of the fees is paid at least 30 days prior to the ceremony.
- Plan on making an appointment with the custodian at least 30 days prior to the ceremony.
- We do require pre-marital counseling for all couples. You can discuss your plans with the Minister when you meet to discuss your wedding.
- We regret to say that failure to comply with these rules may result in cost being deducted from the security deposit. Thank you for understanding.

**WE agree to comply with the above FBC policies.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Fee Schedule**

**Amount Due:**

_____	<b>Refundable Security Deposit</b> (Refundable under the terms of this agreement)	\$200.00	\$ 200.00
_____	<b>Wedding Planner (Required; We provide)</b>	\$150.00	\$ 150.00
_____	<b>Worship Center</b>	\$150.00	\$ _____
	Custodial Fee:		\$ _____
	*Up to 3 hours max. for wedding rehearsal and set-up. - \$90		
	*Up to 3 hours max. for ceremony / set-up / wedding party preparation and photos. - \$90		
	Additional time involving custodial assistance requires additional fee. -\$30 hr.		
	A church staff member shall determine whether custodial assistance is required.		
_____	<b>Fellowship Hall</b>	\$80.00	\$ _____
	Custodial Fee:	\$30 hr.	\$ _____
_____	<b>Ministry Center Cafeteria</b>	\$80.00	\$ _____
	Custodial Fee:	\$30 hr.	\$ _____
_____	<b>Gymnasium</b>	\$80.00	\$ _____
	Custodial Fee:	\$30 hr.	\$ _____
_____	<b>Candelabras</b>	\$50.00	\$ _____
	Includes use of the candelabras and the liquid wax or candles.		
_____	<b>Sound Technician &amp; Equipment</b>	\$80.00	\$ _____
	Rehearsal (90 minutes)- \$40; Wedding (90 minutes)- \$40		
	Additional time - \$20 each half hour		
	A total list of equipment is available. (If any part of the Church's sound system is to be used for the rehearsal and/or the ceremony, one of our sound technicians must be present.)		
_____	<b>Accompanist</b>	\$80.00.	\$ _____
	Rehearsal (90 minutes)- \$40; Wedding (90 minutes)- \$40		
	Additional time - \$20 each half hour		
_____	<b>Minister's Fee</b>	\$150.00	\$ _____
	<b>TOTAL DUE:</b>		\$ _____

**NOTE:** The security deposit and the Wedding Planner Fees are due upon approval of the application. The balance of the fees are to be paid 30 days prior to the ceremony. That due date, which confirms your wedding date and details, is: \_\_\_\_\_ . Thank you understanding that last minute changes and / or excessive custodial duties will result in additional fees, which can be deducted from the security deposit.

**We understand the above fees.**

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_

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

Staff Approval: \_\_\_\_\_

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

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**(OFFICE USE)**

**FEES:**

Total Due: \_\_\_\_\_

Date Deposit Paid: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Date Balance Paid: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**Other:**