



FIRST BAPTIST CHURCH OF GREATER CLEVELAND

3630 Fairmount Blvd., Shaker Heights, Ohio 44118

Phone: 216-932-7480 Fax: 216-932-8554

www.firstbaptistcleveland.org

nonmember ☐

member ☐

WEDDING CONTRACT

Ceremony date:	Rehearsal date:
time:	time:

Bride:	Groom:
phone:	phone:
email:	Email:
address:	Address:

\$500.00 deposit received on _____ Check # _____

Wedding payment of \$1750.00 (includes building for non-members only, pastor, coordinator, custodian and sound technician) due on _____
-30 days prior to ceremony date-

Optional add ons

organist/pianist ☐ \$250	Guitarist ☐ \$200	Soloist ☐ \$100
Livestream ☐ \$225 Covers sound & camera technician YouTube link provided	Rehearsal dinner ☐ Additional fees depending on size of room usage/number of guests/ Custodial fee of \$35 per hour/3 hour minimum	Reception ☐ Additional fees depending on size of room usage/number of guests/catering options Custodial fee of \$35 per hour/3 hour minimum

First Baptist Church Wedding Policies

Prior to booking your wedding, each couple is required to have a brief introduction meeting with an FBC pastor. Pending recommendation from clergy, following this meeting, each couple can then proceed with booking their wedding date through FBC wedding staff.

_____ couple & pastor intro meeting occurred on _____

Officiants:

_____ Each couple wanting to be married at First Baptist Church (FBC) is required to participate in premarital counseling sessions with the officiating pastor. We will make every effort to accommodate a convenient time for the couple and the pastor for these meetings, and they must be completed no less than one month prior to the wedding date. The pastor assigned to each wedding will be based on the availability of the pastors. Preferences will be considered but are not guaranteed. Our ceremonies are reflective of American Baptist policy and traditions.

_____ If an officiant not affiliated with FBC is requested to perform the wedding ceremony solely, this request is pending approval from FBC's senior pastor. Guidelines for guest pastor approval will be provided by coordinator and senior pastor.

Timeline:

_____ FBC allows a 2 hour time period for the wedding rehearsal and a 4 hour time period for the wedding. The couple is responsible for communicating the times to be present to their family and wedding party participants. An additional cost of \$25 per 15 minutes will be assessed from the deposit if either the rehearsal or the wedding exceeds these time allowances.

Audio/Video:

_____ Each couple will participate in a sound consultation meeting. Fees will be decided after this meeting based upon the couples' audio/video requests at a rate of \$45 per hour per technician with a minimum of 3 hours.

Vendors:

_____ All vendors hired by the wedding party must meet with the wedding coordinator and/or pastor upon their arrival and are required to adhere to the rules of FBC. The couple is expected to communicate all pertinent requirements to all vendors prior to the ceremony day.

Planning:

_____ The couple should expect to have a minimum of three meetings with the FBC wedding coordinator at these time intervals: first contact, walk-through and initial booking - update 3 months before wedding date; final meeting 1 month before wedding date. The couple should come to the final meeting with the wedding planner document completed. This final meeting will include the pastor and organist if needed. Guest pastors or outside musicians should also have details communicated at this time.

Payments:

_____ The \$1750 payment is required to be paid 30 business days prior to the wedding date. Payments for any optional add-ons are due at the beginning of the rehearsal. The deposit will be returned to the name and address from the original check within 30 business days after the wedding has occurred, less any fees for damage to the facility, time penalties or cancellation fees. Members of FBC are not required to pay for the building usage, therefore, a fee of \$800 for the wedding team is due 30 days prior to the wedding date.

Cancellation:

_____ The deposit will be refunded in full if the wedding is cancelled prior to meeting with the wedding team (excepting the initial meeting with the wedding coordinator). Once the couple has met with the wedding team, the deposit will be refunded, less a charge of \$25 per hour spent with the wedding coordinator and/or minister.

Building Rules:

_____ There is no smoking allowed on the grounds of FBC at any time. We do not permit the throwing of rice or confetti inside or outside the church. If children under the age of 5 are part of the wedding, there must be an available adult responsible for them.

Alcohol Use:

_____ The use of alcohol on church grounds is prohibited. It is expected that the couple will communicate this policy to the wedding party. If alcohol is used on church grounds, or if wedding participants are intoxicated, a charge of \$250 may be deducted from the deposit.

Communication:

_____ The couple initialing these statements shall now act as the primary contact for all wedding planning. Family members and outside vendors must communicate through the couple for planning. We agree to adhere to these policies and rules for our wedding ceremony at First Baptist Church. We agree to be the primary contacts for communications regarding our wedding unless otherwise stated on this document. We agree to participate fully in pre-marital counseling and wedding planning.

I/We agreed to the terms and conditions as printed in the First Baptist Church Wedding Brochure and/or on the FBC website-wedding page including all fees and policies.

X _____ Date _____

X _____ Date _____