

CENTERVILLE BAPTIST CHURCH
WEDDING RENTAL INFORMATION SHEET

Fee Schedule for Non-Members

Sanctuary	\$350.00	Security Deposit (Sanctuary)	\$100.00
Kitchen and Reception Hall	\$400.00	Security Deposit (Kitchen/Reception Hall)	\$350.00

Deposits are not applicable to the fees.

Conditions of Rental

Sanctuary rental is for a total of four hours. Two hours for a rehearsal, and two hours the day of the wedding. If additional time is needed, the rate is \$100.00 per hour charged in ½ hour increments.

Kitchen and Reception Hall rental is for a total of four hours. If additional time is needed, the rate is \$100.00 per hour in ½ hour increments. Rental includes use of tables and chairs.

- Rental of kitchen does not include use of stovetops, ovens or dishwasher.
- The wedding party must provide coffee, punch, plates, cups, glasses, napkins, cake knife, knives, forks, spoons...

Miscellaneous Considerations

1. **No alcohol may be served on the premises.**
2. **No pets are allowed in the facility.**
3. **Centerville Baptist Church is a smoke free facility.**
4. **No food or drink is allowed in the sanctuary.**
5. **The church is not responsible of lost items. However, items left in the church will be retained in a “lost and found” area for a reasonable amount of time. Those enquiring about lost items should call the church office at 757-482-4466.**
6. **If using CBC’s pastor; the bride and groom will need to have around 5 premarital sessions with the pastor that need to start 4 to 5 months before the wedding and cost \$35 to have an couple's inventory graded.**

Rental Payment and Refunds

A \$100 deposit is required before a wedding date will be reserved on the church calendar. If for any reason the reservation is cancelled, the \$100 is forfeited and will be retained by the church.

Payment of the security deposit reserves the premises for use by the wedding party for four hours on the date reserved and for up to two hours for a rehearsal before the wedding.

***Security deposits are due 60 days before the wedding date**

***All other fees are due at least 30 days before wedding date.**

Installments—security deposits and rental fees may be combined into one overall fee and made in 4 installments with all monies being due 45 days before the wedding date. (Preapproval Required)

Refunds—Refunds of security deposits may take up to 30 days. Inadequate cleanup or damages will result in forfeiture of security deposit.

Refunds due for cancellation—Cancellation refund will be issued 15days after written notification . A \$100 fee will be assessed for all cancellations and retained by the church.

CENTERVILLE BAPTIST CHURCH
WEDDING RENTAL RESPONSIBILITIES SHEET

PLEASE PRINT CLEARLY!

Date of the Wedding: _____

Groom's Full Name

Bride's Full Name

Sanctuary Responsibilities

1. The only sanctuary furniture that may be moved is the pulpit and alter table.
2. The sanctuary must be left in the same condition and set-up in which it was found.
3. The scattering of rice, birdseed, confetti or any other material is prohibited within the building.
4. The scattering of rice, confetti or any other material that will cause litter is prohibited on the church premises.

The wedding party must select a minimum of three people to serve as a clean-up crew after the ceremony. Introduce them to the church representative so that they may be familiarized with what will need to be done. These responsibilities include but are not limited to:

1. The removal of all decorations and debris.
2. The vacuuming of carpets in the sanctuary and foyer areas.
3. Returning changing rooms and restrooms to the condition in which they were found.

Kitchen and Reception Hall Responsibilities

**Use of the kitchen requires preapproval from the Kitchen/Fellowship committee.*

The wedding party must select a minimum of three people to serve as a clean-up crew after the reception. Introduce them to the church representative so that they may be familiarized with what will need to be done. These responsibilities include but are not limited to:

1. Clean tables, chairs and floors of food debris, spills and litter.
2. Removal of all decorations and sweeping of floor
3. Return tables and chairs to their original places.
4. Clean kitchen and leave its contents as they were found.
5. Return restrooms as they were found. Checking for toilets that might need to be flushed, and for litter on countertops and floors.
6. Bag all garbage from kitchen, hall, restrooms, changing rooms and remove to the dumpster.

I/We have read and agree to accept all responsibilities. I/We understand that the failure to fulfill these responsibilities may result in a forfeiture of deposit.

Signature

Date

Signature

Date

Signature of Church Representative

Date

CENTERVILLE BAPTIST CHURCH WEDDING RENTAL AGREEMENT SHEET

PLEASE PRINT CLEARLY!

Date of the Wedding: _____ **Approximate # of people:** _____

Groom's Full Name	Bride's Full Name
Groom's Phone Number	Bride's Phone Number
Groom's Email Address	Bride's Email Address
Groom's Address	Bride's Address

Please check all statements that apply

- We are not members of Centerville Baptist Church.
- The Groom is a member of Centerville Baptist Church.
- The Bride is a member of Centerville Baptist Church.
- The Guarantor is a member of Centerville Baptist Church.
- We would like use of the Sanctuary and the Fellowship Hall for the Ceremony and the Reception.
- We would like use of the Sanctuary for the Wedding Ceremony only.
- We would like use of the Fellowship Hall for the Wedding Reception only.

Please indicate who will be conducting the ceremony.

<input type="checkbox"/> We will provide our own officiant for the ceremony.	<input type="checkbox"/> *We will would like CBC's pastor to officiate our ceremony. (**Subject to approval by pastor.)
_____ Officiant's Name	_____ Officiant's Phone Number

Please complete if different from Bride and Groom

_____ Guarantor's Name	_____ Guarantor's Email Address
_____ Guarantor's Phone Number	_____ Guarantor's Address

Please initial next to each of the following statements stating that you have read and understand them.

_____	_____	I/We agree to all stipulations set forth in the Wedding Rental Information Sheet and Wedding Rental Responsibilities Sheet.
_____	_____	I/We also understand that in the event damages exceed the amount of deposits I/we will be responsible for paying the difference to Centerville Baptist Church within 30 day of receipt of estimate.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature of Church Representative	_____ Date

* See Wedding Rental Information Sheet; Miscellaneous Considerations, item 6.