



## WEDDING RENTAL AGREEMENT

Bethel Baptist Church  
182 IL 185, Vandalia, IL 62471  
(618) 326-7451

Fee Schedule	Member
Security Deposit	\$200.00
Sanctuary	-0-
Fellowship Hall	-0-
Custodian	\$75
Sound Technician	\$75
Kitchen Attendee	\$50

**BETHEL BAPTIST CHURCH** is a Southern Baptist Church, and is associated with the Reboth Baptist Association, the Illinois Baptist State Association, and the Southern Baptist Convention. As a Southern Baptist Church, **BETHEL BAPTIST** holds to and is in agreement with the *Baptist Faith and Message* as its doctrinal statement of faith and belief as adopted by the Southern Baptist Convention of 2000.

**BETHEL BAPTIST CHURCH** believes in the biblical definition of marriage as being the union between one man and one woman as stated in the Holy Bible:

*For this reason a man shall leave his father and his mother, and be joined to his wife; and they shall become one flesh. (Gen. 2.24, NASB)*

All weddings conducted at Bethel Baptist Church will be in accordance with the biblical definition of marriage, which is the union of one man and one woman as stated in God's Holy Word, the Bible (Gen 2.24). Additionally, clergy performing weddings at **BETHEL BAPTIST CHURCH** will be ministers of the gospel in accordance with the guidelines set forth in the Holy Bible (1 Tim. 3.1-7 refers).

The wedding policy and rental agreement will no longer be open to the general public. The wedding policy and rental agreement are for members of Bethel Baptist Church and their immediate family. Immediate family includes parents, children, grandchildren, and those under legal guardianship.

**To secure a date for your wedding** on the church calendar a completed Wedding Rental Agreement with Security Deposit is required. All weddings and wedding dates should have the approval of the church Pastor and church office before the completed Wedding Rental Agreement with Security Deposit is sent in.

**The Security Deposit** covers the church property, building and its contents for possible repairs, reorganization or cleaning that goes beyond what would be considered as normal. If the church is returned to the same condition as before the wedding, all of the Security Deposit will be returned within 2 weeks after the date of the wedding.

The remainder of all fees is due 30 days before the date of the wedding. Should the wedding date be cancelled, all fees will be returned.

**The Custodial Fee** is required for any event.

The custodian is in charge of opening and closing the church, being available for questions and needs while the building is occupied, and cleaning after the event.

### **Building use Expectations**

1. There shall be no smoking in any part of the building.
2. There shall be no presence of or use of alcoholic beverages on the church grounds – inside or out.
3. Behavior and language on the church property will be proper and respectful.
4. No church property shall be moved by the wedding party without prior approval by church staff. If church property is moved, it will be put back in its place after the wedding.
5. The wedding party assumes the responsibility that all instruments, sound equipment, and computers will not be touched without a church technician present. The piano and organ may be used upon pastor's approval. Any audio or video needed for the wedding will require a church technician.

This fee does not cover pianist, organist, or singers.

6. No glitter or confetti is to be thrown – inside or outside the building.
7. The wedding party may play secular music during the ceremony as long as it is approved by the pastor before the event.
8. If the kitchen is needed for a rehearsal or special meal a kitchen attendee is required. The Kitchen attendee is there for direction and assistance, not to cook and clean. **The kitchen attendee fee will increase to \$75 in the event that the fellowship hall is needed for the rehearsal dinner and reception.**

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Bride's name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Officiant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**(Officiant fee's are not included in rental agreement)**

Wedding date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Time: \_\_\_\_\_

(Check all that apply): Wedding only \_\_\_ ; Wedding & Reception \_\_\_ ; Rehearsal Dinner \_\_\_

Number of guests: \_\_\_\_\_

Sound technician needed? \_\_\_\_\_

Kitchen attendee needed? \_\_\_\_\_

I have received a copy of the Wedding Rental Agreement and agree to the terms and conditions contained therein.

SIGNED: \_\_\_\_\_

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

----- For Church Office -----

Security Deposit received (\$200) by: \_\_\_\_\_

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

Wedding Fee received \_\_\_\_\_ by: \_\_\_\_\_

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

Remainder of Fees received (\$\_\_\_\_\_) by: \_\_\_\_\_

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

Security Deposit returned (\$\_\_\_\_\_) by: \_\_\_\_\_

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

Pastor date approval \_\_\_\_\_

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