

Calvary Hills Baptist Church

910 West Loop 1604 North

San Antonio, TX 78251

210-681-2446



Wedding Policies and Fees

Revised August 2005

**Calvary Hills Baptist Church
Wedding Fees**

	Member	Non-Member
Sanctuary	\$ 50.00	\$250.00
Custodial Services	\$ 50.00	\$ 50.00
Technical Services	\$ 50.00	\$ 50.00
Wedding Coordinator	\$100.00	\$100.00
Pastor's Honorarium	\$100.00	\$100.00
 Musician's Honorarium	 Must be negotiated with the musician(s).	
 Damage Deposit	 \$100.00	 \$200.00
 Fellowship Hall/Kitchen	 \$ 00.00	 \$200.00
Wedding Coordinator	\$ 100.00	\$100.00
Custodian	\$ 100.00	\$100.00

*For access to the church building for more than one hour before the rehearsal, more than two hours before the wedding/reception or any other time outside of coordination meetings, an additional fee of \$20.00 per hour will be added. Half of this fee will be paid to CHBC and the other to the Wedding Coordinator. The times and fee should be planned for and paid to the Wedding Coordinator in advance; however, it will be deducted from the Deposit if necessary.

**For access to the fellowship hall/kitchen for more than three hours before the wedding/reception or any other time outside of coordination meetings, an additional fee of \$20.00 per hour will be added. Half of this fee will be paid to CHBC and the other to the Wedding Coordinator. The times and fee should be planned for and paid to the Wedding Coordinator in advance; however, it will be deducted from the Deposit if necessary.

Calvary Hills Baptist Church Wedding Policies

Before a wedding will be placed on the church calendar the bride and/or groom must meet with the Wedding Coordinator and the Pastor.

In order to use the church facilities, the pastor of the church must conduct the wedding ceremony, unless other arrangements are approved by the Pastor, or Chairman of the Deacons, in the Pastor's absence.

Before a minister other than the Pastor of Calvary Hills Baptist Church will be granted permission to perform a wedding ceremony in our facilities a copy of his license or ordination certificate must be presented.

In order to use the church facilities as a church member, the bride or groom or parents of either must be members of Calvary Hills Baptist Church for at least six months.

All dates are reserved on a first-come, first-served basis. At least two (2) months notice is requested to provide adequate time for pre-marital counseling and wedding preparation.

If for some reason a church calendar or schedule change results in a conflict, the church reserves the right to cancel this agreement, with at least three (3) months notice.

The couple must complete counseling, provided by the pastor, prior to the wedding ceremony.

The wedding and reception must conclude by 9:00 PM to allow time for clean-up and set-up for the next day's activities. Any exceptions must be approved by all church personnel involved. For example, the Pastor, the Wedding Coordinator and the Custodian.

All fees are to be paid to the wedding coordinator, in cash, at least two weeks prior to the wedding date. A check may be presented for the deposit.

**Calvary Hills Baptist Church
Wedding Policies—continued**

The wedding party and guests have access only to the areas reserved. Guests are not allowed in areas such as classrooms.

The bride and groom are responsible for any damage incurred by the wedding party, guests, florists, etc. If damage is found, you will be contacted by the Wedding Coordinator. If no damage is found the check presented for the deposit will be destroyed one week after the wedding.

Seasonal decorations may not be moved. The Sanctuary is usually decorated several weeks during the Easter and Christmas seasons.

Pew markers are allowed, but no nails, screws, or tape is allowed as they may damage the furniture.

A drop cloth is required under any candle.

Real flower petals may not be thrown in the isles. The die in the petals can stain the carpet.

All music must be approved by the Minister of Music and/or the Pastor.

If you wish to have the organ played during your wedding, you must hire the church organist or the church organist must meet with and approve the person you choose.

All pictures and/or video taken during the ceremony must be taken unobtrusively.

No flash photographs are to be taken during the wedding ceremony.

No rice is to be thrown on church property. Birdseed, rose petals, or bubbles may be thrown outside only.

**Calvary Hills Baptist Church
Wedding Policies—continued**

Smoking is not allowed on the church property.

No alcoholic beverages are allowed on the church property.

The Minister may cancel the wedding ceremony if the Bride, Groom or anyone in the wedding party is under the influence of alcohol or drugs.

The bride and groom and/or his representative are responsible for decorating and undecorating the church and/or reception areas.

The custodian is responsible for stair and furniture placement in the Sanctuary, taking out the trash, vacuuming/mopping, and minor cleaning.

The Wedding Coordinator is the church's elected official to oversee weddings and receptions held on church property. The Bride and Groom must coordinate the details of the wedding program with the Wedding Coordinator and the Pastor. The Wedding Coordinator is also available to assist the Bride and Groom with advice and ideas concerning the wedding program, if asked.

Everyone involved in your wedding is asked to remember that this is a church dedicated to the worship of GOD and is expected to conduct himself or herself accordingly.

**Calvary Hills Baptist Church
Wedding Request Form**

Bride's Name: _____ Age: _____

Address: _____

Telephone Number(s): _____

Are you presently a member of Calvary Hills Baptist Church? _____

If no, what is your church affiliation? _____

Groom's Name: _____ Age: _____

Address: _____

Telephone Number(s): _____

Are you presently a member of Calvary Hills Baptist Church? _____

If no, what is your church affiliation? _____

Wedding--Date: _____ Time: _____

Reception--Date: _____ Time: _____

Rehearsal--Date: _____ Time: _____

Officiating Minister:

_____ Pastor of CHBC

_____ _____
Church affiliation?/Contact Number(s)

I have read, understand, and agree to comply with the Wedding Policies of Calvary Hills Baptist Church.

Bride Groom