



FIRST BAPTIST CHURCH WEDDING RESERVATION

WEDDING DATE _____ TIME _____

ESTIMATED ATTENDANCE _____

WEDDING RECEPTION LOCATION _____

ESTIMATED ATTENDANCE if at FBC _____

WEDDING REHEARSAL DATE _____ TIME _____

WEDDING REHEARSAL DINNER LOCATION _____

ESTIMATED ATTENDANCE if at FBC _____

BRIDE'S NAME _____ PHONE # _____

ADDRESS _____

E-MAIL ADDRESS _____

GROOM'S NAME _____ PHONE # _____

ADDRESS _____

E-MAIL ADDRESS _____

PASTOR'S NAME _____ PHONE # _____

DETAILS

Number of Attendants: _____

Flowergirl: _____ Age: _____

Ringbearer: _____ Age: _____

Number of Ushers: _____

Number of Candlelighters: _____ Ages: _____

Church Candleholders: _____

Candle Lighter Pole #: _____

Aisle Candles: _____

Memory Candle: _____

Aisle Runner: _____

Bride's Parents: _____

Bride's Grandparents: _____

Groom's Parents: _____

Groom's Grandparents: _____

Gift Table & Chairs: _____ Church Tablecloth: _____

Guest Book Table & Chairs: _____ Church Tablecloth: _____

Picture Time: _____

Church Musicians: _____

Special Music & Musicians: _____

Remove: _____

Any Special Requests, Information, or Set-Up: _____

OFFICE USE ONLY

Wedding Coordinator _____ Phone #: _____

Custodian _____ Phone # _____

Sound _____ Phone # _____

Paid on _____ Check # _____ Amount _____

Send Deposit to _____

Making Disciples of Christ through teaching, missions, and caring.

3610 6th Ave Suite 1 – Kearney, NE 68845 – 308-234-2311

www.kearneyfb.org



FIRST BAPTIST CHURCH WEDDING POLICIES

Guidelines have been written for the use of our building so all may enjoy the facilities available with a minimum of repair and cost. Any exceptions to these policies must be approved by the Trustees of the church. The cooperation of all in seeing that the terms and conditions are observed is appreciated.

1. All arrangements shall be made through the Church Offices. There is a reservation form that must be filled out before approval can be given for use of the building.
2. Security deposit for the facilities must be paid at the time the event is approved and placed on the church calendar. Event is NOT confirmed until security deposit is made. All facility rental fees are to be paid one month prior to the date of the event.
3. Individuals receiving permission to use the church building will be expected to see that all activities therein are consistent with the nature of a building dedicated to the glory of God.
4. Use only the areas you reserved for your wedding.
5. Furniture, equipment, wall hangings, etc. shall not be moved without permission from the Facility Manager or Pastor.
6. If any equipment belonging to the church is loaned, it must be checked out by the Facility Manager and record of same kept in the church office.
7. Rice is NOT allowed.
8. Bird seed is not to be thrown inside the church. Please hand out bird seed as guests are leaving the building.
9. There shall be no food or drink taken from the area that it is being served in. Red beverages are NOT allowed as they stain the carpet if spilled.
10. NO USE OF ALCOHOL IS PERMITTED ON THE CHURCH PREMISES (including the parking lot).
11. There is to be NO smoking in the church.
12. All candles and candelabras must have plastic under them to protect the furniture and carpet.
13. There are to be no candles placed in the aisles or attached to the pews unless the candles are of the hurricane lamp type or battery operated.
14. Aisle runners must be used if REAL flower petals are strewn.

15. The sound system will be operated by the church sound person only.
16. The musical instruments on the stage are not to be moved.
17. No decorations may be hung from the ceiling. The hanging and attaching of decorations to walls and/or furnishings must be discussed with and approved by the Facility Manager or other full-time church staff.
18. All church posters and fliers on the wall may not be removed.
19. Saturday weddings shall not be scheduled after 4pm and the church shall be cleared by 6pm. Saturday receptions shall not be scheduled after 2pm and the church shall be cleared by 6pm. Extra fees will be charged to cover if after these times.
20. All flowers, candelabras, and candles must be removed as soon as possible after the wedding. Anything left will be disposed of. (Please make arrangements with the florist to pick up these items if necessary.)
21. Heating and air conditioning will be set by the Custodian or the Pastor.
22. Any damage to premises or breakage of equipment will be paid for by the scheduling party.

I have read and agree to the above polices. I understand that not following the policies could result in loss of deposit. I UNDERSTAND THAT THE USE OF ALCOHOL ANYWHERE ON THE PREMISES (INCLUDING THE PARKING LOT) BY ANYONE IN THE WEDDING PARTY COULD RESULT IN LOSS OF DEPOSIT AND/OR CANCELATION OF WEDDING – UP TO AND INCLUDING THE DAY OF THE WEDDING.

Groom's Signature: _____ Date: _____

Bride's Signature: _____ Date: _____

Please list address where you would like deposit returned after the wedding:

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FIRST BAPTIST SANCTUARY WEDDING FEES

MEMBERS/ACTIVE NON-MEMBERS

TOTAL \$750.00

This includes:

SANCTUARY
2 SMALL CLASSROOMS (DRESSING ROOMS)
SOUND & VIDEO TECH
CUSTODIAL SERVICE (5 HRS.)
WEDDING COORDINATOR

SECURITY AND DAMAGE DEPOSIT \$300

(Refundable if no damages and all general policies are followed and adhered to)

KEY FOB DEPOSIT \$10

(Returned if no damage)

REHEARSAL DINNER & KITCHEN \$150.00

WEDDING RECEPTION & KITCHEN \$175.00

* ADD AN ADDITIONAL \$50.00 FOR EACH ADDITIONAL 100 GUESTS

Note: These fees do NOT include an honorarium for the pastor

*Active non-members must be actively and regularly involved in church activities, ministries and/or small groups.

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FIRST BAPTIST SANCTUARY WEDDING FEES

NON-MEMBERS

TOTAL \$1250.00

This includes:

SANCTUARY
2 SMALL CLASSROOMS (DRESSING ROOMS)
SOUND & VIDEO TECH
CUSTODIAL SERVICE (5 HRS.)
WEDDING COORDINATOR

SECURITY AND DAMAGE DEPOSIT \$300

(Refundable if no damages and all general policies are followed and adhered to)

KEY FOB DEPOSIT \$10

(Returned if no damage)

REHEARSAL DINNER & KITCHEN \$300

WEDDING RECEPTION & KITCHEN \$300

* ADD AN ADDITIONAL \$50.00 FOR EACH ADDITIONAL 100 GUESTS

Note: These fees do NOT include an honorarium for the pastor

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FIRST BAPTIST CHAPEL WEDDING FEES

MEMBERS/ACTIVE NON-MEMBERS

TOTAL \$500.00

This includes:

CHAPEL
2 SMALL CLASSROOMS (DRESSING ROOMS)
SOUND & VIDEO TECH
CUSTODIAL SERVICE (5 HRS.)
WEDDING COORDINATOR

SECURITY AND DAMAGE DEPOSIT \$300

(Refundable if no damages and all general policies are followed and adhered to)

KEY FOB DEPOSIT \$10

(Returned if no damage)

REHEARSAL DINNER & KITCHEN \$150.00

WEDDING RECEPTION & KITCHEN \$175.00

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FIRST BAPTIST CHAPEL WEDDING FEES

NON-MEMBERS

TOTAL \$750.00

This includes:

CHAPEL
2 SMALL CLASSROOMS (DRESSING ROOMS)
SOUND & VIDEO TECH
CUSTODIAL SERVICE (5 HRS.)
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