

**Wedding Guidelines for Sanctuary Usage
Non-Members of Landover Hills Baptist Church**

A wedding is a joyful worship service – honoring to God and to those whose lives are being joined together. We provide the following information and guidelines to ensure that your wedding is a special occasion.

- 1) The Pastor will generally conduct all wedding ceremonies and pre marital counseling sessions. If you have your own pastor who you would like to conduct the wedding ceremony, you must provide the pastor's name and contact information at the time you are scheduling your wedding. Your pastor must come in and meet with the LHBC Pastor before we will confirm your wedding date reservation.
- 2) All weddings and/or receptions are to be scheduled through the church office.
 - The sanctuary seats approximately 300 people
 - The fellowship Hall can accommodate approximately 140 people
 - The side aisles are 50 feet long, with thirteen pews on each side
- 3) No smoking, use of alcohol or other intoxicants is permitted on church property.
- 4) The bride and groom are responsible for the conduct of all members of their wedding party. If members of the wedding party appear to be under the influence of alcohol or drugs on the Church property, the Pastor reserves the right to cancel the ceremony or reception.
- 5) Rice, confetti paper, or other objects are not permitted to be thrown either inside or outside the church building. Only birdseed may be thrown and this must be done outside the church building.
- 6) No nails, thumbtacks, etc. shall be used in the walls of the Sanctuary nor the Fellowship Hall.

The following fees and information are for Wedding Ceremonies:

\$400.00	Minister (pre-marital counseling, rehearsal & wedding ceremony)
\$50.00	Booking Fee

\$500.00	Sanctuary Use Fee Total of 4 hours for: 1 hr rehearsal, set-up/decoration, ceremony & clean up (\$100/hr for extra hours). Includes use of rooms for bridal party's dressing and candelabra.
\$400.00	Security & Cleaning Deposit (returned in full if requirements below are met)
\$150.00	LHBC Sound Engineer (required if using LHBC sound system) Total 3 hours: rehearsal, 1 hour prior to ceremony and ceremony. (\$50/hr for extra hours) NOTE: to ensure your wedding service is smooth (1) recorded music to be played during the wedding ceremony MUST be provided to the Sound Engineer at the rehearsal and (2) soloists MUST rehearse with the Sound Engineer at the rehearsal.
\$ 500	Fellowship Hall Use Total of 4 hours: set-up/decoration, reception & clean up, and use of small kitchen refrigerator for storage of cold items, round/rectangle tables & chairs. (\$100/hr for extra hours)
TBD	Organist (if needed, please contact Church office) Total 3 hours: consultation w/bride & groom, rehearsal, 1/2 hour prior to ceremony and ceremony. (\$50/hr for extra hours)
TBD	Pianist (if needed, please contact Church office) Total 3 hours: consultation w/bride & groom, rehearsal, 1/2 hour prior to ceremony and ceremony. (\$50/hr for extra hours.

Non-Members Fellowship Hall Use

The Fellowship Hall can accommodate approximately 140 people.

No smoking, use of alcohol or other intoxicants is permitted on church property including the parking lot.

\$50.00	Booking Fee
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- \$500 Fellowship Hall Use
Total of 4 hours: set-up/decoration, event & clean-up, and use of small kitchen refrigerator for storage of cold items, round/rectangle tables & chairs. (\$100/hr for extra hours)
- \$400.00 Security & Cleaning Deposit (returned in full if requirements below are met)

Security & Cleaning Deposit

This deposit will be returned in full if all of the following requirements are met:

- the facilities are cleaned and all furniture is returned to the proper order, as evidenced by the signed facilities checklist;
- no additional fees have been incurred for extra hours for the Fellowship Hall Use (any part of an additional hour will be charged at the full hourly rate); and
- there is no damage to the Church property.
(No nails, thumbtacks, etc. shall be used in the walls of the Fellowship Hall)

Security & Cleaning Deposit

This deposit will be returned in full if all of the following requirements are met:

- the facilities are cleaned and all furniture is returned to the proper order, as evidenced by the signed facilities checklist;
- no additional fees have been incurred for extra hours for the Sanctuary or Fellowship Hall Use or the Sound Engineer (any part of an additional hour will be charged at the full hourly rate); and
- there is no damage to the Church property.

NOTE: If the wedding does not begin within 1/2 hour of the scheduled starting time, \$200 will be deducted from the Security and Cleaning Deposit.

Signature of Responsible Person: _____

Date: _____

Approved by: _____

Date: _____