

Application for Wedding

Highland Baptist Church Louisville, Kentucky

Applicant Name _____ Address _____ _____ Cell/Home Phone _____ Work Phone _____ E-Mail _____ Church Membership _____ Parents _____ Parents' Phone _____	Applicant Name _____ Address _____ _____ Cell/Home Phone _____ Work Phone _____ E-Mail _____ Church Membership _____ Parents _____ Parents' Phone _____
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Date of Rehearsal _____ **Time** _____

Date of Wedding _____

Time (initial one):
 service start at _____ 1:00 p.m. _____ 1:30 p.m. _____ 2:00 p.m. (church access from 11:30-3:30)
 service start at _____ 5:00 p.m. _____ 5:30 p.m. _____ 6:00 p.m. (church access from 3:30-7:30)
Alternate times may be considered for those who have been members for at least one year.

Reception at the church? circle Yes / No If yes, circle Fellowship Hall / Sanctuary Commons

Officiating Minister _____ **Minister's Phone** _____

Minister's Church _____

Address _____

Pre-Marital counseling provided by _____

Address _____ **Phone** _____

Florist _____ **Phone** _____

Musician(s) _____ **Phone** _____

Vocalist(s) _____ **Phone** _____

Caterer (if reception at church) _____ **Phone** _____

Decorator (if reception at church) _____ **Phone** _____

How did you hear about Highland Baptist Church? _____

Policies

Making a Reservation

Please print, complete, and return the wedding application to the church, along with the damage deposit of \$200. This can be done in person or by mailing to 1101 Cherokee Road, Louisville, KY 40204. If you request a service start time of 1:00 pm, 1:30 pm, or 2:00 pm, you will have access to the church from 11:30 am to 3:30 pm. If you request a service start time of 5:00 pm, 5:30 pm, or 6:00 pm, you will have access to the church from 3:30 pm until 7:30 pm. A wedding date is not secured until the application and damage deposit have been received and a staff person has confirmed that the date and time requested are available.

Fee Schedule

The damage deposit is due upon making the reservation. All other fees are due at least one month before the wedding.

Required Fees * <i>Alternate fee structure available for those who have been members for at least one year</i>	
Damage Deposit	\$200 (due upon making reservation)
Wedding Fee	\$900
Wedding Coordinator Fee	\$200 (paid directly to Wedding Coordinator)
Custodial Fee	\$100 (paid directly to Custodian)
Optional Fees	
Fellowship Hall Reception	\$475
Sanctuary Commons Reception	\$250
Coordinator Reception Fee	\$200
Coordinator Extra Time	\$35/hour
Audio Technician Wedding Fee	\$75
Audio Technician Reception Fee	\$100
Custodial Reception Fee	\$100
Custodial Extra Time	\$50/hour

Damage Deposit

It is recommended that an authorized person from your wedding party walk through the church property with the wedding coordinator before leaving the church for the final time in order to ascertain if any damage has occurred. If this action is not completed and damage is found after your party leaves the premises, Highland Baptist Church reserves the right to determine the extent of damage without your consultation and to take whatever course of action it finds proper in order to correct the damage. Highland Baptist Church also reserves the right to keep your deposit if one or more of this church’s wedding policies has been disregarded or abused. For example, if alcohol is found on the premises, your deposit will not be refunded. Similarly, **if we do not have the following items at least one month before your wedding, your deposit will not be refunded: list of music to be played, record of pre-marital counseling, and record of your officiant’s status as a Christian minister, as well as all final payments.**

Worship Service

A wedding ceremony at Highland Baptist Church is first and foremost a worship service directed toward God. We ask that only couples who understand and affirm the basic tenets of the faith represented by our congregation seek to hold their wedding ceremonies at our church. In this spirit, the furnishings of the sanctuary are to remain in place during wedding ceremonies, including liturgical banners and adornments, Bibles, hymnals, pew rack supplies, etc. The wedding service is to be performed either by one of Highland Baptist Church's ministerial staff or a visiting minister who can provide documentation on church or denominational letterhead showing that he or she is ordained by a recognized Christian congregation or denomination. No online ordinations will be accepted. This documentation needs to be provided at least one month prior to the ceremony. The couple may take communion together. Due to the inclusive nature and purpose of celebrating communion, if they wish to share communion with their wedding guests, Highland Baptist requires that communion be open to all guests regardless of denomination or religious affiliation.

Music

The music staff at Highland Baptist Church is delighted to assist you in any way possible in planning your wedding service. It is our desire that your wedding service contain music that is conducive to the worship of God. Due to the sacred nature of the event and setting, all musical selections should honor God in praise and thanksgiving and evoke blessings upon the couple to be united in this ceremony of worship. Lyrics should make reference to God or Christ. Pop tunes, love ballads and other secular songs are not to be used during the ceremony. All wedding music selected for your ceremony must be approved by Austin Echols, Organist & Music Associate. You must submit your requested music no later than 30 days before the wedding ceremony or otherwise forfeit your deposit. Live musicians are preferred. Taped or pre-recorded music will be allowed upon approval by the music staff. If pre-recorded music is used, a Highland Baptist Church audio person must be hired by the wedding party to ensure quality of sound (see fee schedule). Highland Baptist Church's organist, Austin Echols, is an excellent choice for organ and piano performance. We also have a list of pre-approved organists, vocalists, and instrumentalists, all of whom are good sources of appropriate wedding repertoire. Please note that each musician, including Highland's organist, has his or her own fee, which is to be made directly to her or him.

Highland Baptist Church's Wedding Coordinator

Here at Highland our wedding coordinators will provide you with all the necessary information and support to make your day special. One of the many benefits of having your wedding at Highland Baptist Church is having one of our church's wedding coordinators assist with your wedding. Your wedding coordinator will be your best source of information regarding available building spaces, resources, equipment, and policies. He or she will direct your rehearsal and will make sure everything runs according to plan the day of your wedding. The wedding coordinator will be in charge of general preparation of the building and for clean up afterwards. The \$200 fee for services includes the coordinator's time at the rehearsal and 4 hours for the wedding itself. For additional fees, they may be available for additional time or to assist with your reception if you choose to have it at the church.

Rehearsals

You are allowed up to one hour for your rehearsal. If it is on a Friday, the Sanctuary must be vacated no later than 6:00 p.m. in order to allow for set-up for our Friday evening worship service.

Receptions

Fellowship Hall and the Sanctuary Commons are available for receptions (pictures and a list of equipment is available on our web page). The fee for receptions includes a maximum time of 3 hours, including set-up. Contact your wedding coordinator if more time is needed. The coordinator will supervise the preparation and removal of your reception equipment, and will help to ensure that Highland Baptist equipment and your caterer's equipment are separated properly and left in good order. You will be billed an additional \$50.00 per hour for any additional custodial time (maximum 2 hours). A church custodian will clean the facility once your reception has ended. Only a small kitchen area with a sink is available for receptions in the Sanctuary Commons. Therefore, all receptions held in the Sanctuary Commons must be catered.

Candle Requirements

We have available 14 mechanical candles for you to use. All other candles are to be supplied by the wedding party or florist and must be dripless, including the tapers of the unity candleholder. Any candle attachments to the pews must have protective coverings and must be put in place by a professional florist or decorator. The wedding couple will be held responsible for any damages.

Florists

Floral arrangements are to be provided by reputable florists only. Placement of these items in the Sanctuary is to be supervised by the wedding coordinator. The florist may arrive as early as 11:30 am for weddings starting at 1:00 pm, 1:30 pm, or 2:00 pm, or as early as 3:30 pm for weddings starting at 5:00 pm, 5:30 pm, or 6:00 pm.

Photography and Video

Due to the sacred nature of the event, flash photography is only permitted during the processional and recessional. Please make a note in your order of service asking guests to refrain from taking pictures at any other time. The use of stationary video recorders is allowed. The wedding coordinator will assist in recommending the best vantage points for videotaping the ceremony.

Alcohol

Alcohol is not permitted on the church's premises, including the use of champagne during the reception.

Smoking

Smoking is not permitted inside any of the church's buildings.

Your Grand Exit

Rice and confetti are not permitted in the building or yard. Birdseed is permitted outside.

Nursery

Due to insurance considerations, the nursery at Highland Baptist Church is not available during rehearsals, weddings, or receptions.

Climate Regulation

Twice each year the church switches between its heating and air conditioning systems. Should there be unseasonably warmer or cooler weather after the system has been switched, the church is unable to switch back those systems. While this usually does not present a problem, the wedding party is advised to plan accordingly.

We, the applicants, have read and agree to the policies in this document.

Signature _____ Date Signed _____
 Signature _____ Date Signed _____

FOR OFFICE USE:

Wedding Coordinator will be: Norma Pendleton / Sam Rose

	amount	received by	date received	check #
Required Fees				
Damage Deposit	\$200			
Wedding Fee	\$900			
Wedding Coordinator Fee	\$200	Pay to coordinator		
Custodial Fee	\$100	Pay to custodian		
Optional Fees				
Fellowship Hall Reception	\$475			
Sanctuary Commons Reception	\$250			
Coordinator Reception Fee	\$200	Pay to coordinator		
Coordinator Extra Time	\$35/hour	Pay to coordinator		
Custodial Reception Fee	\$100	Pay to custodian		
Custodial Extra Time	\$50/hour	Pay to custodian		
Audio Technician Wedding Fee	\$75			
Audio Technician Reception Fee	\$100			
Documentation Required				
30 days prior to the wedding date				
Minister Credentials	-			-
Pre-marital Counseling	-			-
Music	-			-