**Request for Wedding Reservation Burton Memorial Baptist Church**

If you are requesting to be married at Burton Memorial Baptist, please fill out all questions below. Please remember that TOTAL rehearsal time is 2 hours from the time the church is opened up & the TOTAL ceremony day time is up to 4 hours if you use/pay for the church to get ready in you get 6 hours. Any additional hours would be $25 an hour.

**Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Bride\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Groom\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Rehearsal Date:**
2. **What time should the church be opened for rehearsal?**
3. **What time will rehearsal end?**
4. **Ceremony Date (required for weddings)**
5. **What time should the church be opened for ceremony preparation?**
6. **What time will the wedding ceremony begin?**
7. **What time will the wedding ceremony end?**
8. **Who will officiate your ceremony?**
9. **Will you need the church to get ready in? (Additional Fee)**
10. **How many guests are you planning to invite?**

Note: maximum occupancy in Sanctuary is 150 fit tightly

1. **Will you have a unity candle ceremony?(Please see restrictions below)**
2. **Who will be a contact person(s) the church may reach in case any items are left by wedding party and/or guests. Please list their name(s) and contact phone/email. (The church assumes no responsibility for clothing, jewelry, money, materials, equipment, etc. or any other items brought into or left on the church property.)**

**Restrictions on the use of Burton Memorial Baptist Church.   
   
1.No LEWD Behavior, a wedding ceremony is a worship service and dignity should be used by all involved.  
2.No alcoholic beverages or persons who have been drinking are permitted on church property.  
3.Smoking IS NOT permitted on church property.  
4.No illegal drugs or persons on illegal drugs are permitted on church property.   
5.Rice, birdseed, bubbles or confetti/glitter are NOT permitted inside the building, but may be permitted outside and must be cleaned up by the wedding party if used.  
6.No Food or Drink may be brought into the sanctuary at any time.**

**7.** **.None of the church sound or media equipment is available to use unless prior arrangements are made with the church and our Sound Tech.  No one is permitted to use the sound/media equipment other than those designated by the church.  There is an extra fee of $50 to use our sound equipment and tech person and must be paid directly to the tech person day of wedding.**

**8.** **Nails, tacks, tape, or other instruments are not to be used that would in any way mar the church property. All final decisions rest with the church. No decorations are to be taped to the pews. No glitter is allowed.  
9.All vendors, i.e. the florist and decorators (including family members) etc., must make arrangements with a church rep for entry outside of hours already set aside for rehearsal/ceremony.  
10..No candles can be used unless they are “Paradise” candles.**

**11. Animals are not allowed in the building, with the exception of service animals.**

**12. Individuals or groups using the facility will adhere to the principles, doctrines, beliefs and guidelines of the church as stated in our by-laws, covenant and confession of faith. Burton Memorial reserves the right to change these policies at any time without notice and reserves the right to refuse our building from being rented by any persons or groups who at any point would contradict our core values and beliefs.   
  
\*\*\*It is your responsibility to see that the entire wedding party is aware of these rules and procedures.  By signing below, you assume full responsibility for the group.**

**Any damage done to the church building, property, or furnishings by the florist, photographer, wedding party, or any guest or attendee of the wedding noted below, either at the rehearsal or the wedding, is the sole responsibility of the bride, the groom, and their immediate families. Any damage to the building must be repaired to the satisfaction of the Trustees of  BMBC. Any furnishings missing or damaged must be replaced immediately. Final responsibility rests with the bride and groom.**

**Church Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**

**Bride Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**

**Groom Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_**

**Sanctuary Rental: $350 (for up to 4 hours and $25 for each addtl. hour)\_\_\_\_\_\_\_\_\_\_ (initial)**

**Rooms to get ready in: $100\_\_\_\_\_\_\_\_\_(initial) (optional fee)**

**Custodial Fee: $100\_\_\_\_\_\_\_\_\_(initial) (required fee)**

**Administrative Fee: $100\_\_\_\_\_\_\_\_\_(initial) (required fee)**

**Media Fee: $50 \_\_\_\_\_\_\_\_(initial) (required fee, if used)**

**The Sanctuary Rental Fee is due at time of booking in order to hold your date and is non-refundable if event is canceled. \_\_\_\_\_\_\_\_(initial)**

**Total Due: $**

**Balance Due by\_\_\_\_\_\_\_\_ $**

**\*\*\*Checks payable to Burton Memorial Baptist**

**Mailed to: BMBC, 4377 Cemetery Rd., Bowling Green, KY 42103**

**Payment Date:\_\_\_\_\_\_\_\_\_\_ Check Number:\_\_\_\_\_\_\_\_\_\_**

**Payment Date: \_\_\_\_\_\_\_\_\_\_ Check Number:\_\_\_\_\_\_\_\_\_**

**Payment Date:\_\_\_\_\_\_\_\_\_\_ Check Number:\_\_\_\_\_\_\_\_\_\_**