



# FIRST BAPTIST CHURCH

*Chillicothe, MO*

## Wedding Reservation Form for Member

### Bride's Information

\_\_\_\_\_  
Name

\_\_\_\_\_

\_\_\_\_\_  
Address (Street, City, State, & Zip)

\_\_\_\_\_  
Phone Number

### Groom's Information

\_\_\_\_\_  
Name

\_\_\_\_\_

\_\_\_\_\_  
Address (Street, City, State, & Zip)

\_\_\_\_\_  
Phone Number

### Rehearsal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

Rehearsal Dinner in Fellowship Hall?  Yes  No

If yes, please provide the time of Rehearsal Dinner: \_\_\_\_\_

Do you need the Kitchen area for Rehearsal Dinner?  Yes  No

We will need to seat \_\_\_\_\_ people for our Rehearsal Dinner.<sup>1</sup>

Please open the church at \_\_\_\_\_ and close at \_\_\_\_\_.

\_\_\_\_\_

<sup>1</sup>If the reception is to be held at FBC Chillicothe, MO, then the Fellowship Hall will be set for the reception.

Revised and Adopted on August 14, 2019

## Officiating Pastor/Minister

Who will officiate the wedding?

The Pastor of FBC Chillicothe, MO

Other, then please specify:<sup>2</sup>

\_\_\_\_\_

Name

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Church Affiliation

## Wedding

\_\_\_\_\_

Date

\_\_\_\_\_

Time

Please open the church at \_\_\_\_\_ and close at \_\_\_\_\_.

## Reception

Reception in Fellowship Hall?

Yes

No

If yes, please provide the time of Reception: \_\_\_\_\_

Do you need the Kitchen area for Reception?  Yes  No

We will need to seat \_\_\_\_\_ people for our Reception Dinner.

\_\_\_\_\_

<sup>2</sup>If the Pastor of FBC Chillicothe, MO is not officiating the wedding, then the pastor/minister who will officiate the wedding must be approved by the Pastor of FBC Chillicothe, MO and/or the church.

Please list ALL requested equipment, including number of tables, chairs, audiovisual, etc.<sup>3</sup>

Item	Number Available	Amount Needed
5' Round Tables (seats up to 8)	20	
6' Rectangle Tables (seats 6)	5	
4' Rectangle Tables	4	

**Please mark which areas of the church to be used for your wedding:**

Please Mark	Facility Area	Fee	Non-Refundable Deposit Due on Reservation	Remaining Fee Due One (1) Week Prior to the Wedding
	Chapel	-	-	-
	Sanctuary	-	-	-
	Fellowship Hall	-	-	-
	Building Security (required) <sup>4</sup>	\$100	\$50	\$50
	Custodian Fee (required)	\$100	\$50	\$50
	Additional Custodian Fee <b>if</b> using the Fellowship Hall	\$50	\$25	\$25
	Sound Technician			\$75
	Video/Computer Technician			\$50
	Pianist			\$100
	Pastor <sup>5</sup>			(see footnote)

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<sup>3</sup>Please note that we are unable to provide a computer for presentations. The Church Custodian will have chairs and tables, etc. available to be arranged and set up by the member reserving the facility.

<sup>4</sup>Building Security Fee is applied to both Wedding Rehearsal and Wedding Day.

<sup>5</sup>It is the policy of Pastor Rob Hurtgen to leave the Pastoral honorarium for church members at the discretion of the couple. Wedding Honorariums varies from \$150-\$250. Traditionally, the Pastor's honorarium is the responsibility of the groom.

Please note that honorariums are to be paid directly to individuals prior to the scheduled Wedding Rehearsal. The Sound and Video/Computer Technicians operate sound system and equipment, videos, etc. for Wedding Rehearsal and Wedding Ceremony.

I, undersigned, have read and agree to the **Building and Equipment Use Policies** of First Baptist Church, Chillicothe, MO as I downloaded from [www.fbchilli.com/forms](http://www.fbchilli.com/forms). I will abide by the rules and guidelines, including the care and supervision of any children attending. I agree, to the fullest extent permitted by law, to indemnify and hold harmless First Baptist Church, Chillicothe, MO, it's officers, directors, and employers, against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, to the extent cause by the named individual's negligent acted in the use of the church's premises, equipment, and furnishings.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ministry Assistant

\_\_\_\_\_  
Date