



FIRST BAPTIST CHURCH

Chillicothe, MO

Wedding Reservation Form for Non-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.¹

Please open the church at _____ and close at _____.

¹If 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:²

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 Rehearsal Dinner.

Please note that tables and chairs will be set OUT but NOT set UP.

²If 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.³

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	\$75	\$37.50	\$37.50
	Sanctuary	\$250	\$125	\$125
	Fellowship Hall ⁴	\$150	\$75	\$75
	Building Security (required) ⁵	\$150	\$75	\$75
	Custodian Fee (required)	\$150	\$75	\$75
	Additional Custodian Fee if using the Fellowship Hall	\$75	\$37.50	\$37.50
	Sound Technician			\$100
	Video/Computer Technician			\$75
	Pianist			\$125
	Pastor ⁶			\$200

³Please 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.

⁴The fee to use the Fellowship Hall is \$150 per day.

⁵Building Security Fee is applied to both Wedding Rehearsal and Wedding Day.

⁶Due to a few instances where the couples did not provide an honorarium, therefore it becomes the policy of Pastor Rob Hurtgen to set a \$200 Pastoral honorarium for Non-Members. 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. 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