

MAJORITY BAPTIST CHURCH

400 Barksdale Blvd
POB 6032
Spartanburg, SC 29304
864-582-0675
Rev. Marcell D. Bush, Senior Pastor

GUIDELINES FOR WEDDINGS AND RECEPTIONS
Usage Fees for Non Church Members

DEPOSIT FEE: A refundable deposit of \$150.00 is required when you return this form. This is refundable only if the Church facilities are not damaged and left in order, and the time limits are followed.

1. Every one-half hour over the time limit will cost \$25.00. This will be deducted from your deposit. Whereas, one-half hour over = \$25.00, one hour over = \$50.00, and so on.
2. The deposit will also be used, if necessary, to cover damages incurred to the Church facility by the wedding party, or if there is excessive amounts of cleaning needed after the wedding.

FEES FOR THE USAGE OF THE CHURCH FACILITIES

Sanctuary (\$50.00 for cleanup)	\$500.00
Sanctuary and Gymnasium (wedding and reception)	\$600.00
Rehearsal Dinner (\$50.00 for cleanup)	\$150.00
Audio Ministry (Sound System, Fri & Sat)	\$ 50.00
Pastor's Fee (if applicable)	\$150.00

GUIDELINES FOR USE OF THE SANCTUARY AND/OR GYMNASIUM

1. No food or drink is to be taken into the sanctuary.
2. No rice or bird seed is to be thrown inside the Church buildings, or outside the Church buildings. The bags are to be thrown without being opened.
3. Drip less candles must be used with a clear plastic covering on the carpet.
4. The furniture on the pulpit can only be removed by Authorized Church Personnel
5. The Church sound system is to be operated by Church authorized personnel only.
6. All decorations and accessories must be removed immediately after the wedding ceremony. If not, the Church will dispose them. Arrangements must be made with the Church Office prior to the wedding.

GUIDELINES FOR USE OF GYMNASIUM AND KITCHEN

1. No food, paper, or cups are to be left on tables, or on the floors.
2. All tables and chairs are to be returned to their original position.
3. All food and drink must be consumed in the gymnasium only.
4. We ask that you clean the kitchen before you leave.
The Church does not supply cleaning supplies.
5. If decorations and accessories are not claimed within one week, the Church will dispose them.
6. Caterer is responsible for table cloths, paper goods, eating utensils, plates, napkins., etc

TIME LIMITS

Wedding: Limited to two (2) hours
The Church building will be opened one hour before the wedding so that the wedding party can change clothes.
Wedding Rehearsal: Limited to two (2) hours (beginning no later than 6:00 PM)
Rehearsal Dinner: Limited to one (1) hour (Ending no later than 9:00 PM)
Reception: Limited to two (2) hours

ROOMS REQUESTED

		FEES TO PAY
Deposit Fee: \$150.00		\$ _____
_____ Wedding and Rehearsal Only Sanctuary	Cost: \$500.00	\$ _____
_____ Rehearsal Dinner Fellowship Hall and Kitchen	Cost: \$150.00	\$ _____
_____ Wedding and Reception Fellowship Hall and Kitchen	Cost: \$600.00	\$ _____
_____ Audio Ministry (Fri & Sat)	Cost: \$50.00	\$ _____
_____ Pastor’s Fee (if applicable)	Cost: \$150.00	\$ _____

AGREEMENT

We agree to comply with Church rules and regulations regarding weddings and receptions. We understand that the Church is not responsible for the loss or damage to personal property used in the wedding or receptions.

If you cancel your wedding, you agree to contact the Majority Baptist Church office immediately. If you do not contact the Church office, the \$150.00 deposit will be withheld.

Bride	Date
Groom	Date

NOTE

The date of your wedding will not be confirmed until this form and the deposit of \$150.00 is returned.

OFFICE USE ONLY

Pastor’s Calendar _____ Church Calendar _____ Church Attendant _____

Monies received Total Cost of wedding: \$ _____

	Paid	\$ _____	Date: _____
	Balance	\$ _____	Date: _____
	Paid:	\$ _____	Date: _____
	Balance	\$ _____	Date: _____
	Paid:	\$ _____	Date: _____
	Balance	\$ _____	Date: _____
	Paid:	\$ _____	Date: _____
	Balance	\$ _____	Date: _____