

# Wedding Facility Request Form – Members

## Forest Hills Baptist Church

Facility Requested:

**Ceremony** \_\_\_\_\_ Worship Center - \$400.00 flat rate\* (seating capacity – 350)

\* The flat rate fee includes the use of the worship center from 9am-8pm on the day of the rehearsal and on the day of the wedding. Changing rooms for the bridal parties, custodial fee, and a sound technician are included in the fee. This does not include the use of the facility for the rehearsal dinner.

**Reception** \_\_\_\_\_ Gym - \$200.00 flat rate\*(banquet capacity – 250)

\_\_\_\_\_ Commons - \$250.00 flat rate\* (banquet capacity – 150)

\_\_\_\_\_ The Hub (if used for a reception) - \$150.00 flat rate\* (banquet capacity – 60)

\_\_\_\_\_ Sound Technician - \$150.00 flat rate (required if any recorded music is played)

\*The flat rate fee includes the use of the reception area, kitchen, lower classrooms (gym area only), and custodial fee. Those areas not being reserved will be locked off on the day of the wedding. The fee also includes set-up and take down of tables and chairs. A diagram for set-up must be provided two weeks prior to the wedding. Reception areas will be available to decorate two days prior to the wedding from 9am-5pm (taking into consideration other church events that may occur that week). Reception areas will be available 8am-8pm the day of the wedding. This does not include the use of the facility for the rehearsal dinner.

**Total** \$ \_\_\_\_\_

A 50% deposit is required to confirm the date. Those using the facilities shall agree to function under the guidelines listed below and are liable for any damage to the facility. Lower foyer doors will be set to unlock and lock automatically based on times listed below. Please give a two-week notice if there is a cancellation prior to the scheduled date. Final payment will be due two weeks prior to the event. FHBC reserves the right to prohibit any activities that are not in harmony with the purposes and standards of the church.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Date of the Rehearsal \_\_\_\_\_ Time of Rehearsal \_\_\_\_\_ Entry Time \_\_\_\_\_ Exit Time \_\_\_\_\_

Date of the Wedding \_\_\_\_\_ Time of Wedding \_\_\_\_\_ Entry Time \_\_\_\_\_ Exit Time \_\_\_\_\_

Equipment / Set-Up Needs \_\_\_\_\_

Specific times needed for decorating \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### For Office Use Only

Date Application Processed \_\_\_\_\_ Approved: \_\_\_ yes \_\_\_ no

Certificate of Insurance Required? \_\_\_ yes \_\_\_ no

Total Rental Fee \_\_\_\_\_ Deposit Received \_\_\_\_\_ Remaining Balance \_\_\_\_\_

## **Facility Use Guidelines--Wedding**

Forest Hills Baptist Church

1. All arrangements must be made through the church office.
2. The church facilities may not be used to promote business ventures of any type or be used in any act of commerce or personal financial gain.
3. The person submitting the facility use request form is considered the contact person and is also considered the person in charge during the time the facility is reserved.
4. At no time are children to be left unattended in any area of the building.
5. No red drinks are permitted in the facility.
6. No smoking, use of alcoholic beverages or illegal drugs permitted in the facility.
7. No Scotch tape or duct tape is to be used when decorating the facility.
8. No throwing of confetti or any other non-biodegradable substances is permitted on church property.
9. Groups are confined to areas specifically reserved for the event.
10. No animals are permitted in the facility (with the exception of service dogs).
11. Those reserving the facility are responsible to coordinate with the church office regarding any deliveries or pick-ups (i.e. flowers, candelabras, aisle runners, catering, etc.)
12. No sound equipment is to be moved without the sound technician. The piano and drums are not to be moved.
13. All music or media selections must be submitted in advance. No outside DJs are permitted.
14. All events must be out by 8:00 pm.
15. Forest Hills Baptist Church is not responsible for lost or stolen items or liable for any injury that might occur during the use of our facilities.
16. If tablecloths are used, they must be washed and returned within one week of the event.

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