

ZEBULON BAPTIST CHURCH WEDDING POLICIES

Revised – January, 2013

The following policies are designed to aid couples in their planning for weddings at Zebulon Baptist Church. The Wedding Directors' Committee and the Facilities Usage Committee feel that following these policies will insure a sacred, happy and memorable wedding.

I. Scheduling/Facility Issues

A. Scheduling a wedding at Zebulon Baptist Church involves the following two components:

(1) After calling the ZBC Office (919.269.7329) to determine if the sanctuary and/or the Fellowship Hall are available on the desired wedding date, a meeting between the bride and/or groom and the Church Administrator or a member of the Facilities Usage Committee to confirm dates and times for the wedding, rehearsal, rehearsal dinner and/or reception will be scheduled. The Church Office representative will refer the wedding couple to the designated member of the Facilities Usage Committee who will work with the couple. A formal meeting **MUST** be scheduled by Bride and/or Groom with Church Administrator or a member of the Facilities Usage Committee (not handled as a "drop-in visit" nor by any other member of family) at which time all of the guidelines in this document are discussed. For dates to be confirmed, the security deposit(s) as described in the fee schedule [pages 11 – 12] must also be paid at this meeting. [To accommodate wedding couples that live a significant distance from Zebulon, the following guidelines will apply. This official first meeting with the Church Administrator or a member of the Facilities Usage Committee to secure the wedding couples' desired date and to gather all of the guidelines may be handled via a telephone call when—and only when—both the bride and groom live **200 miles or more from Zebulon**. Should this be the case, either the bride or groom must contact a church representative by calling ZBC (919.269.7329) and follow these steps: (a) indicate your desire to have your wedding at the Zebulon Baptist Church, giving the date to first determine the church's availability; (b) once a date has been determined to be available, the Church Administrator will indicate that a meeting must occur to secure the date and ask when one or both of the couple can meet with her or a member of the Facilities Usage Committee; (c) if **BOTH** parties live over 200 miles from Zebulon, the Church Administrator or a member of the Facilities Usage Committee and the bride and/or groom will select a date and time—allowing approximately **one hour and a half** for a formal meeting which will take place via a telephone call; (d) guidelines will be mailed via US Post Office or e-mailed to the bride or groom; (e) bride and/or groom will call the Church Administrator or a member of the Facilities Usage Committee at the designated time—note it will be the responsibility of the wedding couple to call the Church Administrator or a member of the Facilities Usage Committee; (f) once this call is completed, the bride and/or groom will sign the initial document on page 5 and mail to the Church Administrator or a member of the Facilities Usage Committee. Receipt of this document and the security deposit(s) will then secure the date and have it firmly placed on the church calendar.]

(2) A review of the church's wedding policies conducted by the Church Administrator or a member of the Facilities Usage Committee, after which the bride or groom will indicate by signature [page 5 of this document] that he/she understands and will comply with the policies, and will give a copy of them to all vendors associated with the wedding. Further, it will be the responsibility of the bride or groom to review specific policies with each vendor, providing him/her with a copy, having him/her initial that the guidelines are understood and will be adhered to, and that one copy of the vendor's specific guidelines that are initialed will be returned to the Church Administrator or a member of the Facilities Usage Committee four (4) weeks in advance of the wedding. It will be the responsibility of, and the accountability of, the bride or groom (whomever signs these policies) to insure that this is adhered to. Church Administrator or a member of the Facilities Usage Committee is to insure that all forms and checks are turned in to the church office by the four(4)-week deadline. Should the forms and/or checks NOT be turned in, the Church Administrator or a member of the Facilities Usage Committee will contact the Wedding Director who will work immediately with the bride and/or groom, insuring that the forms and checks are turned in immediately. Failure to get signed vendor documents and/or checks into the

church office on time (4 weeks prior to the wedding) constitutes a portion of the total deposit (one-half) not being returned. This retained deposit will go into the church's general fund and will be used for Wedding Committee expenses.

B. The following policies relate to the scheduling of weddings at Zebulon Baptist Church:

(1) Weddings at Zebulon Baptist Church are a ministry to its members. Weddings may be scheduled in accordance with these policies for any members of Zebulon Baptist Church, as well as their children, grandchildren, parents, grandparents or siblings. Membership is defined as being on the current roll of Zebulon Baptist Church, the current roll of a Sunday School Class, or having been on the active Youth Ministry roll of the church as a teenager. Any questions about membership will be decided by the Senior Pastor in consultation with the Church Administrator and Church Clerk.

(2) As a further ministry to our members, a non-member wedding at Zebulon Baptist Church will only take place if the wedding couple is sponsored by a member of Zebulon Baptist Church. The sponsoring member must make the initial phone call inquiring about the availability of the church for the wedding and must attend the meeting of the bride and/or groom with the Church Administrator or a member of the Facilities Usage Committee. He/she must also attend the rehearsal and the rehearsal dinner if the dinner is held at the church and must attend the wedding and the reception if the reception is held at the church. He/she must initial the policies and must commit to insuring that the wedding policies are followed.

(3) The rehearsal dinner party and/or the wedding reception are the only parties/meals related to the wedding that can be held in the large room of the Fellowship Building.

(4) Church facilities are not available for weddings on Palm Sunday weekend, Easter Sunday weekend, nor during the period of December 21 through January 6. Weddings scheduled during Advent and Easter are acceptable only if NO church decorations are moved or covered. Sunday weddings are allowed as long as they start no earlier than 2:00 and end no later than 4:00—with pictures, decorations, etc., being out of the sanctuary by 5:00.

(5) The church's Fellowship Hall is available for both wedding receptions and rehearsal dinners, and should be reserved at the time of scheduling the wedding (reserved at same time sanctuary is reserved – do not assume it is automatically reserved when sanctuary is reserved). Church equipment and utensils (glass plates and cups, bowls, etc.) may be used provided the caterer assumes responsibility for their use, cleaning, and replacement related to breakage and/or disappearance. The bride and/or groom will contact the Kitchen Coordinator (number on list provided in package). Replacement fees are covered later in this document. The Kitchen Coordinator or someone designated by him will be available to assist the caterer in using the Fellowship Hall and any church kitchen equipment and utensils. NOTE: the Kitchen Coordinator or someone designated by him is there to answer questions, coordinate usage of kitchen items; however, the Kitchen Coordinator or someone designated by him is NOT there to wash dishes and pots, to clean equipment nor to clean the floor. These are the responsibilities of the caterer or the host for the event. The Fellowship Hall is not available when church-related functions are already scheduled for the same date. NOTE: No alcoholic beverages are permitted on the church campus at any time. There is to be no smoking inside any church building.

(6) Use of the courtyard for weddings and/or receptions is subject to negotiation with the Building and Grounds Superintendent (number on list provided in package). When using the courtyard, no holes are to be dug in the sod; no grass, plants, nor flowers are to be removed or harmed; and water fountain cannot be added to or enhanced in any way.

(7) An approved Wedding Director, a member of Zebulon Baptist Church selected exclusively from a list in this package is required. The fees for the Wedding Director listed in the Fee Schedule [pages 11 – 12] apply only to on-site services rendered. Fees for any services rendered off-site will be

negotiated with the Wedding Director. Church Administrator or a member of the Facilities Usage Committee MUST be notified as to which Wedding Director is chosen a minimum of 45 days prior to the wedding.

(8) An approved Sound Equipment Operator, a member of Zebulon Baptist Church selected exclusively from a list provided in this document [pages 11 – 12], is required to operate the sound and recording systems for the rehearsal and wedding. If background music is desired at the rehearsal dinner or reception, the sound system can only be operated by an approved Sound Equipment Operator. Church Administrator or a member of the Facilities Usage Committee MUST be notified as to which Sound Equipment Operator is chosen a minimum of 45 days prior to the wedding.

(9) There may be a need for our church to conduct a wedding and a funeral on the same day. When this need arises, the church will schedule the funeral at least four (4) hours before or three (3) hours after the scheduled start time of the wedding.

(10) Persons planning weddings in sanctuary should be aware of the patterns of sunlight that enter the sanctuary windows at various times of the year. No coverings of any type are allowed over the windows.

(11) All events MUST adhere to building occupancy maximums at all times. [1] Sanctuary maximum is 584 and [2] Fellowship Hall is 585 when only chairs are used and 273 when tables and chairs are used. If 200 or more chairs are to be used without seating around tables, please consult your Wedding Director to discuss Fire Marshal rules regarding attaching chairs together.

(12) Usage of Parlor should be limited to [1] pictures before and after wedding, and/or [2] waiting area for wedding party following the service prior to returning to Sanctuary for pictures. NO food and drink are allowed in Parlor. NO furniture or wall hangings are allowed to be moved nor removed.

(13) Use of the church nursery area is allowed. This should be reserved through the Church Staff Member responsible for the Children's Division at the time the bride and/or groom reserve the Sanctuary and/or Fellowship Hall. Nursery worker(s) will be provided by the wedding couple and MUST be 18 years or older. Church Staff Member's name and phone number will be provided by the Church Administrator or a member of the Facilities Usage Committee upon request.

II. Ministerial Procedures

(1) A minimum of three (3) hours of pre-marital counseling with the officiating Pastor is required. The wedding couple will schedule these sessions. Any exceptions to the schedule will be at the discretion of the officiating Pastor.

(2) Guest clergy may officiate at a wedding IF the Senior Pastor of Zebulon Baptist Church is notified and gives approval at the time of scheduling. The Senior Pastor will notify guest clergy in writing of approval to perform the ceremony, and will accompany the approval with a copy of the church's wedding policies. A member of the church's ministerial staff may be assigned to attend the wedding rehearsal if guest clergy is to officiate.

(3) Scheduling the wedding date and time with the Pastor is a matter separate from scheduling church facilities, and requires direct communication between the bride and/or groom and the selected Pastor. A Pastor on Sabbatical is not to be asked to perform a wedding.

(4) The Pastor will consult with the wedding couple in planning the wedding service. The officiating Pastor will represent the highest authority in determining the appropriateness of the order of

service and expressions of worship. The Wedding Director will consult with the officiating Pastor on any and all issues that might compromise the reverent nature of the service.

(5) The Pastor will be available to members first, then to persons in the community who seek to be married. The Pastor will, therefore, keep at least one half of the weekends in any given calendar year open for performing weddings. Should the demand for weddings exceed the Senior Pastor's availability, further weddings should be scheduled with one of the Associate Pastors. Due to scheduling demands on the church staff, there shall be no more than three (3) weddings scheduled during any one month.

III. Music

A wedding is a sacred occasion, and this should be reflected in the choice of music and musicians. The following policies regarding music will apply to weddings conducted at Zebulon Baptist Church:

(1) The church's Minister of Music is available to assist with the selection of appropriate wedding music.

(2) The Minister of Music, Organist and Pianist are normally available upon request to musically officiate at weddings. The wedding couple will contact these and/or any other musicians who will participate in the service. Fees for their services are located in the fee schedule [pages 11 – 12] at the back of this document. If church staff musicians are asked to participate in the service, they should be selected and consulted as soon as possible after scheduling the wedding, at least three months prior to the service.

(3) Music should be selected and distributed to musicians no later than two months prior to the service.

(4) Guest organists should be made aware that the church's organ is a three-manual, Allen Digital Computer model. Guest organists will meet with the Church Organist prior to the wedding to arrange a practice schedule and an orientation session. (Should the guest organist need assistance from the Church Organist in preparing for the wedding in terms of training of organ stops, etc., there is a consultant fee covered in the fee schedule of this document [pages 11 – 12].

(5) Taped music or compact discs may be used for pre-service music, processional, recessional, and/or to accompany singers. This music **MUST** be approved by the Wedding Director in consultation with the Minister of Music. The Sound Equipment Operator should be made aware of the needs for playing and amplifying music prior to the rehearsal. Special rehearsals with musicians will be at the conclusion of the wedding rehearsal unless mutually agreed upon by all parties.

(6) Appropriate background music of both religious and secular variety may be played by an approved Sound Equipment Operator, selected exclusively from the list provided by the church (last page of this document), at receptions and rehearsal dinners held at the church. If desired, instrumental background music may be played by hired instrumentalists. No DJ's are allowed. Any music deemed inappropriate due to its lyrics by the Wedding Director or officiating pastor will be discontinued upon their requests without debate. While determining appropriateness varies from person to person, it should be clear that lyrics that are profane, sacrilegious, or explicit in their sexual content are inappropriate for the church setting. The only dancing that is allowed are the first dances with the bride and groom and their parents.

IV. Other

(1) NO still cameras, video cameras, cell phones or any other electronic devices in the audience will be allowed; and individuals using such are subject to "call downs" from the Wedding Director. A **SENTENCE STATING THAT "NO STILL CAMERAS, VIDEO CAMERAS CELL PHONES OR ANY OTHER ELECTRONIC DEVICES ARE TO BE USED DURING THE SERVICE" MUST BE PRINTED IN THE WEDDING BULLETIN. THIS IS NOT OPTIONAL. FAILURE TO DO THIS WILL RESULT IN A PORTION OF THE DEPOSIT BEING WITHHELD.** Wedding program must be proofed by Wedding Director prior to rehearsal. Ushers will also be asked to notify any guests they see with cameras and video recorders of this policy. A sign provided by the church will also be placed at the guest register.

As the bride or groom, I have read the guidelines above, the vendor guidelines and fee schedule on the following pages; and I agree to adhere to all policies as stated as well as hold all vendors accountable.

Bride/Groom Signature

Date

For Office Use Only

ZBC Representative Reviewing All Documents

Date

ZEBULON BAPTIST CHURCH

Message to Caterers Concerning

Usage of Fellowship Hall, Kitchen and Church's Kitchen Equipment and Utensils

(Brides – Please review with, and give a copy to, your caterer, having him or her initial the second copy and return the signed copy to Church Administrator or a member of the Facilities Usage Committee four [4] weeks prior to wedding.)

The Fellowship Hall and its adjoining kitchen have been designed to insure a rehearsal dinner and/or reception which is dignified, beautiful and serviceable. Therefore, the following guidelines are to be adhered to:

- I. Caterers may use this church kitchen equipment, provided it is reserved through the Church Administrator or a member of the Facilities Usage Committee:
 1. **Tables and Chairs**
(It is the responsibility of the bride or groom to contact the Building and Grounds Superintendent [contact information on last page of this document] to request a special setup of the tables and chairs in the Fellowship Hall. Tables and chairs not needed by the wedding party will be placed to the side in the Fellowship Hall or in the appropriate closet. Piano must remain in the Fellowship Hall whether used or not.)
 2. **Plates, cups, silverware, trays, pitchers, etc., are stored in the kitchen.**
(The caterer must assume responsibility for the usage, cleaning, restoration to storage place, and replacement [in case of breakage or loss] of all equipment, furnishings, utensils, etc., used during the rehearsal dinner and/or reception.) Fees for broken or lost dishes are as follows: \$3.00 per individual plate (all sizes); \$3.00 per individual glass; \$3.00 per individual punch cup; \$3.00 per individual piece of silverware; with all other kitchen items negotiated upon breakage or loss. Fees will be assessed by Kitchen Coordinator.
- II. The wedding couple is responsible for contacting Kitchen Coordinator (contact information on last page of this document) to be present in the kitchen during the rehearsal dinner and/or the reception. Either the Kitchen Coordinator or his designated person will be on duty the entire time the Fellowship Hall and Kitchen are in use.

The wedding couple is responsible for making the caterer aware of the presence of, and the caterer's accountability to, the church Kitchen Coordinator, or his designated person, that is present during the wedding event. It should be noted and shared with the caterers that the Kitchen Coordinator or his designated person is there to offer guidance and information; however, he or she is not responsible for actually washing the dishes, cleaning the appliances, mopping the floor, etc.
- III. The caterer will be responsible for providing his/her own dish cloths and towels, paper products, dishwashing liquid, garbage bags, etc.

The caterer will be responsible for cleaning all equipment, furniture, utensils, etc. used, and replacing them in their designated storage places. Additionally, the caterer is responsible for taking all trash out to dumpster prior to leaving facility.

Caterer will be responsible for leaving the facility in the same condition as it was found.
- IV. The wedding party should schedule the time for setting up and decorating the Fellowship Hall with the Building and Grounds Superintendent (contact information on last page of this

document] to insure the building will be open and no other church events are scheduled for the room after the time it is decorated until the rehearsal dinner and/or reception takes place.

- V. No rice is to be thrown at weddings or receptions; and birdseeds, bubbles, and sparklers can only be used outside the building. Ribbons and netting from birdseeds must be picked up.
- VI. ZBC's tablecloths and skirting are available for use by the wedding couple and/or caterer at the following fees: tablecloths - \$12.00 each; skirts - \$16.00 each. Usage of these items should be coordinated through the Kitchen Coordinator. Upon determining how many cloths will be used, the Kitchen Coordinator will notify the Church Administrator or a member of the Facilities Usage Committee of that number, and the bride/groom will pay the usage fees to the Church Administrator or a member of the Facilities Usage Committee at the time all other fees are paid (four weeks prior to the wedding event). Checks for linens will be made payable to Zebulon Baptist Church. The Kitchen Coordinator or his designated person will be responsible for getting the tablecloths cleaned.

NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE CHURCH CAMPUS AT ANY TIME. NO SMOKING IS PERMITTED IN CHURCH BUILDINGS.

Failure to adhere to these guidelines could result in Vendor NOT being allowed to perform services for weddings at Zebulon Baptist Church.

Bride/Groom's Initials _____ Caterer's Initials _____

ZEBULON BAPTIST CHURCH

**Message to Photographers and Videographers
Concerning Photography and Videography at Weddings**

(Brides – Please review with, and give a copy to, your photographer and/or videographer, having him or her initial the second copy and return the signed copy to Church Administrator or a member of the Facilities Usage Committee four [4] weeks prior to wedding.)

Weddings held in a church are of a religious nature, and any photographic record-making of the occasion should be done in a dignified, professional, and unobtrusive manner. Therefore, the following guidelines should be followed:

Photographs or video recordings may be made in the Sanctuary prior to one (1) hour before the wedding service, except as follows: one time-exposure may be made from the balcony if individual circumstances permit, and the photographer uses a camera which is silent. No additional lights are allowed. A picture of the bride may be taken as she begins her walk down the aisle of the church. Photographs may be taken as the Bride and Groom approach the last pew after the service. **No one shall use a video camera in the Sanctuary except in the balcony.** An unattended video camera may be placed in the choir loft. Doors in choir loft must be closed. It **MUST** be activated thirty (30) minutes prior to the service. There are **NO** exceptions to these guidelines.

Videographers utilizing wireless recording devices **MUST** work with the Sound Equipment Operator for the wedding (name and number to be provided by the bride or groom) to insure that the frequency used by the videographer does not interfere in any way with the frequency of the sound system in the church's sanctuary. (Videographer **MUST** provide the frequency his or her devices normally run off of prior to rehearsal; and should it interfere with the church's system, it must be changed.)

Guests in the congregation are **NOT** to take pictures or videotape with any electronic equipment at any time during the ceremony. This **MUST** be clearly stated in all printed wedding programs. There is **NO** exception. If there is no written program, ushers should politely inform guests who enter the sanctuary carrying cameras of this policy. Enforcement of this policy is the responsibility of the Wedding Director, and failure to comply with this policy will result in a portion of the deposit being withheld.

After the service, the wedding party may return to the Sanctuary for the taking of pictures. This should take no more than 30 minutes. The Minister, Organist, and Soloist should be photographed early to allow them to leave for other activities.

The professional still photographer is not to be detained in executing his or her assignment either prior to or following the wedding. The photographer shall make wedding guests aware of this policy.

Photographers, videographers, and their assistants should dress appropriately for the wedding.

Failure to adhere to these guidelines could result in Vendor **NOT** being allowed to perform services for weddings at Zebulon Baptist Church.

Bride/Groom's Initials _____ Photographer's Initials _____

Bride/Groom's Initials _____ Videographer's Initials _____

ZEBULON BAPTIST CHURCH

Message to Florists and Others

Concerning Decorations for Weddings

(Brides – Please review with, and give a copy to your florist or other decorators, having him or her initial the second copy and return the signed copy to Church Administrator or a member of the Facilities Usage Committee four [4] weeks prior to wedding.)

The sanctuary and facilities of Zebulon Baptist Church have been designed to assure a service which is sacred, dignified and beautiful; therefore, a minimum of decorations is all that is necessary. If additional decoration is desired, the use of such decoration **MUST** be carefully planned to comply with the policies stated below.

The Wedding Director can provide the bride with a list of church-owned items which may be used for her wedding. Any moving of pews, lecterns, screens, or any fixed item in the church is strictly forbidden, since such moving about could damage acoustical wiring, sound systems or furniture—any damage to furniture, wiring, etc., would be replaced and/or fixed at the expense of bride and groom. Any requests of this nature should be discussed with the Building and Grounds Superintendent and Wedding Director. Under no circumstances shall decorations be attached to the walls, pews or other furnishings in the Sanctuary or Fellowship Hall by pinning, taping, tacking, gluing, nailing, stapling, or wiring. Seasonal decorations in the Sanctuary and Fellowship Hall **MUST** be incorporated into wedding decorations and are **NOT** to be moved, removed or covered.

Only “chase” candles are permitted in the Sanctuary. It is, however, permissible to use “unity candles” with conventional dripless candles if the **carpet is protected with a cloth or plastic beneath the candelabra**. Florists or the bridal party will be responsible for removing wax from carpets, pews, or furniture that came from candles placed in the sanctuary. The Wedding Director shall be responsible for insuring that this responsibility is met to the church’s satisfaction.

“Reserved” signs for special seating will be provided by the church.

All decorations, flowers, potted plants, and other items brought to the church **MUST** be removed from the Sanctuary immediately following the wedding (one hour after pictures have been taken) unless other arrangements have been made with the Building and Grounds Superintendent. It is expected that the church facilities (Sanctuary and Fellowship Hall) will be left “broom clean” after removal of flowers, candles, decorations and food. If there is any question on the part of any Vendor as to what “broom clean” is, please check with the Wedding Director for clarification.

Platform chairs may be removed for all weddings, as well as communion chairs on the floor. The pulpit and lectern will be moved with the backs to the wall of the organ and piano pits. Vestments on the altar table, pulpit, and lectern will be white. Any, and all, of these requests should be made with the Building and Grounds Superintendent. Nothing will be automatically removed; therefore, it is up to the Bride or Groom (whomever is working with the Building and Grounds Superintendent) to discuss this and let the Superintendent know which furniture you would like moved. This should be done prior to the night of rehearsal so that everything is in place at the time of rehearsal.

On the day of the rehearsal, the sanctuary will be open after 9 a.m. On the day of the wedding, the Building and Grounds Superintendent will open the sanctuary at 9 a.m. Once opened, the sanctuary remains unlocked throughout the day. The same guidelines apply to the Fellowship Hall.

In the event a funeral service takes place prior to a wedding, the florist may not have access to the sanctuary until two (2) hours and fifteen (15) minutes before the wedding. In the event a funeral service takes place following a wedding, the florist may be asked to have all flowers removed from the sanctuary by two (2) hours after the scheduled beginning time of the wedding. [Please refer to Number (9) under **I. Scheduling/Facility Issues, Section A** under overall guidelines – page 3.]

Failure to adhere to these guidelines could result in Vendor NOT being allowed to perform services for weddings at Zebulon Baptist Church.

Bride/Groom's Initials _____ Florist's/Other's Initials _____

ZEBULON BAPTIST CHURCH -- Fee Schedule

The following fees for on-site services will apply to persons being married at Zebulon Baptist Church: [NOTE: Fees are due in the Church Office no later than four (4) weeks prior to the event.]

Facility/Individual

Sanctuary Use Fee	Members - No Charge ** Sponsored Non-Members - \$500**
Fellowship Hall Use Fee	Members -- No Charge** Sponsored Non-Members - \$350 per event **
Minister	Members -- Honorarium Sponsored Non-Members - \$250
Wedding Director	\$250 (Fee is for pre-wedding event meetings and only on-site services for the wedding and reception. It does not include services for a reception which is not on the church campus.)
ZBC Church Organist or Pianist Other Musicians' Fees Are Negotiable	\$175 each
Lighting/Sound System Operator	
Rehearsal & Wedding	\$100
Rehearsal Dinner	\$40
Reception	\$50 (Reception fee is for up to 2 hours.)
Organist Consult for Guest Organists	\$25
Building and Grounds Superintendent Sanctuary and/or Fellowship Hall	<input type="checkbox"/> \$75, \$175, \$225 or \$300 (<input type="checkbox"/> First fee is for very small wedding with no rehearsal or furniture removal; second is for all other weddings only; third is for wedding plus one [1] use of Fellowship Hall; and the last is for Wedding and two (2) uses of the Fellowship Hall.)
Building and Grounds Superintendent Courtyard	^^\$50, \$150 (^^First fee is for very small wedding in courtyard without having to move any furniture and/or equipment; second is for wedding in courtyard where any furniture and/or equipment must be moved)
Kitchen Hostess	++\$80 per event (++Fee for first 5 hours; each additional hour - \$20 per hour. 1 st fee to be paid by four-week deadline and additional fee should be paid at end of each wedding event. An Event constitutes a rehearsal dinner and an Event constitutes a wedding reception.)

All fees shall be paid by separate checks made payable to the individuals chosen and should be turned in to the Church Administrator **no later than four (4) weeks prior** to the wedding. If fees are not paid in a timely manner, the Church Administrator or a member of the Facilities Usage Committee shall contact the Wedding Director to work with bride or groom to secure payments in a timely manner. Signed vendor forms are also due four (4) weeks in advance of the wedding.

Security Deposits – in addition to above set fees

**** \$200 - (per event)**

Security Deposit(s) must be paid by both members and sponsored non-members at the initial meeting with the Church Administrator or a member of the Facilities Usage Committee. The amount of the deposit depends on the number of events held at the church (see Note below) and will be paid in cash or with a bank official check made payable to Zebulon Baptist Church. The Church Administrator will hold the cash or official check until after the wedding is completed. Following the wedding, and after the Wedding Director and Building and Grounds Superintendent have confirmed that all guidelines and usage of facilities have been adhered to, the cash will be given back to the bride or groom OR the check will be torn in half and mailed back to the bride/groom.

NOTE: An event constitutes each time the church facilities are used as follows: the wedding is an event, the rehearsal dinner is an event, the wedding reception is an event, and each use of the courtyard for either the wedding, reception or dinner would be an event.

The deposit will be retained by ZBC if guidelines covered in this document are not followed from beginning to end to include not getting forms and checks in on time, etc. If the vendors and others do not adhere to guidelines, the deposit will be retained and paid to the Building and Grounds Superintendent, Kitchen Coordinator, Sound System Operator, etc.

Zebulon Baptist Church reserves the right to cancel usage of facilities if all Wedding Policies, Procedures and Guidelines are not met, including deadlines for fees to be paid, signed forms to be returned, etc.