

To The Bride

(Members)

*Hillcrest Baptist Church
11342 Hillcrest Road
Hanover, VA 23069
Phone: 804-730-1500*

hh301@hillcresthanover.org

www.hillcresthanover.org

Pastor: Rev. Dr. Clarke Hawkins

Cell: 434-962-7992

The wedding committee at Hillcrest hopes that your wedding planning will be smooth and enjoyable. We are here to answer any questions you may have about the use of our church facilities, the requirements for usage, and the involvement of the wedding committee during your rehearsal and wedding. Please note that seating capacity of our church is 160.

As you proceed, you will find the forms you need to read carefully, complete, and return with your Wedding Application and deposit. The church will be reserved for your wedding once your deposit is received by the wedding committee. Complete the application thoroughly to ensure that your wedding runs as you expect. You will also need to return a signed copy of the Wedding Guidelines. If you are a church member and you plan to use the kitchen, you will need to return a signed copy of the Request to Use Kitchen form. Happy planning!

Wedding Committee Members

Grayce Taylor

Nancy Horn

804-730-1500

REQUEST TO USE THE KITCHEN
FOR WEDDING RECEPTION
(Members Only)

The caterer that will be responsible for the reception will need to contact a member of the *Hospitality Committee* and will be responsible for each of the following requirements listed below. The wedding party will ultimately be held responsible for these requirements.

1. The kitchen, including sinks, range, countertops, and all equipment will be left clean and dry. The refrigerator must be cleared of all goods and products that were not already present.
2. All dishes, pots and pans, utensils, and glassware will be left clean, dry and in the proper places.
3. Food, condiments, and paper supplies belonging to the church are not to be used. Any food items brought in by the wedding party (caterers) must be removed upon completion of the reception.
4. Any church liner, such as towels or table clothes, are to be taken home, laundered, and returned to the church by the wedding party (caterers).
5. All trashcans should be left clean with fresh liners installed. Trash bags should be tied and placed in the outside dumpster or removed from the premises.
6. Kitchen must be locked upon leaving. Please be sure that the range, exhaust fans, dishwasher and lights have been turned off.
7. Please return the key promptly. No keys are to be duplicated.
8. A reception will be no longer than 3 hours.

I have read this form completely and agree to comply with all conditions. I will give this form to the caterer and explain their responsibility to adhere to the requirements. Please sign one copy and return it to the *Wedding Committee*. Retain one copy for your records.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

WEDDING APPLICATION

Bride

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Member of Hillcrest: Yes or No (Please Circle)

Groom

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Member of Hillcrest: Yes or No (Please Circle)

Rehearsal

Rehearsal Date _____ Rehearsal Time _____

- No more than one hour will be permitted for the rehearsal
- The wedding party will be expected to clear the facility within a half-hour of the completion of the rehearsal

Wedding

Wedding Date _____ Wedding Time _____

- If necessary, the wedding party may enter the church two hours before the wedding
- The wedding party will be expected to clear the facility within a half-hour after the ceremony

WEDDING GUIDELINES

Please read and sign these guidelines. Return the signed copy to the church office with your application and deposit of \$150.00. Retain the duplicate copy for your reference and share with the other members of your wedding party prior to entering the church.

- NO SMOKING, ALCOHOL, or DRUGS will be permitted within the church building. NO PROFANITY will be permitted on the church property
- The Bride and Groom must meet with the pastor for counseling at least two months prior to the wedding ceremony, or at times deemed by the pastor. If the couple will be consulting with an outside pastor, a letter from that pastor to ours is requested. The pastor must approve weddings. The pastor will be in complete charge of the ceremony. No fee is required for his services, however, an honorarium should be given to the officiating minister
- No romantic music will be permitted in the ceremony. Only music, which appropriate for the worship of God, should be selected. All music selections should be discussed with the pastor. If the organist does not require a fee, an honorarium should be given. Fees should be discussed with and paid to any musician prior to the wedding. All musicians should contact the wedding committee to arrange a practice time to test the church audio equipment
- The photographer will confine his activities to the foyer, except for the posed candid photographs, which are made prior to the processional. The photographer may enter the sanctuary a short distance, and if necessary, use a flash to make photographs of the bride entering the church and the recessional. No flash pictures may be made during the ceremony. No clamps shall be attached to church equipment or furniture. Extension cords will be the responsibility of the photographer. The photographer must not stand on any church furniture. If the minister is to be included in the wedding pictures, please notify him of this before the ceremony. Please plan these pictures immediately following the ceremony, before the other photographs. The photographer will be expected to dispose of empty film boxes and other trash
- Please ask the florist to make arrangements with the church office and wedding committee chair to deliver the flowers. No nails, staples, or tape may be attached to any painted or stained surface. Plants in the Atrium are not to be moved. Floral arrangements may be donated for the Sunday morning worship service and therefore left in the sanctuary
- Candles and candelabras MUST have large areas of non-flammable coverings beneath them. Only non-drip candles will be permitted. No candles should be used in the aisles or in the windows. The wedding party will be held responsible for

cleaning all wax spilled on the carpet or furniture. All decorations should be removed immediately following the wedding

- All rooms should be left in good order. Please do not disturb any Sunday school displays. The wedding party will not be permitted to use any rooms other than those stated here: _____
- All equipment, tables, chairs, etc. are to be set up and returned to their proper places by the wedding party
- No rice should be thrown at any time. Birdseed will be permitted outside only. The ushers should be informed that they will be responsible for cleaning up after decorating the “get-away” car
- All trash must be bagged and removed to the outside dumpster. New liners should replace the old ones. All rest rooms must be left clean. Doors should not be propped open. All doors must be locked and lights turned off when you leave. **NO KEYS TO ANY PART OF THE FACILITY ARE TO BE ISSUED OR DUPLICATED**
- Children and youth should be supervised at all times so that they do not run through the building
- An incident that results in damage to the property and/or facility must be reported immediately to the wedding committee. Those responsible for such damage will be held liable for any repairs or replacements

I have read each of these guidelines and agree to them. I will communicate them to my wedding party.

Bride’s Signature _____ Date _____

Groom’s Signature _____ Date _____

MISTRESS OF CEREMONY

We suggest that you appoint a mistress of ceremony to assist the bride. This person should be a friend or family member who is not a member of the wedding party. The mistress of ceremony will assist the bride and the bridesmaids in many ways on the day of the wedding. She will also aid in the organization of the rehearsal, the processional, and all line ups. She will coordinate the rehearsal and the wedding with the minister. Please ask the mistress of ceremony to arrive fifteen minutes early to the rehearsal to become acquainted with the church and the wedding committee. We would be happy to answer any of her questions at that time. She should be ready to take over when the wedding party arrives. She will be responsible for making sure that each member of the wedding party is present and ready to go. At the reception, she will also serve as a liaison between the bride and the services, such as the photographer and caterer. The mistress of ceremony will need to assure proper conduct of the wedding party and remind them of the wedding guidelines.

The Wedding Committee

Damage Deposit - \$150.00

(Damage deposit is refundable if everything is left in orderly condition.)

Custodial Fees

To clean Sanctuary/Atrium \$125.00

To clean Kitchen/ Fellowship Hall \$125.00

(Please fill out "Request to use Kitchen" form.)

Amount Paid _____ Date _____

Balance Due _____ Date Due _____

The church will be reserved for your wedding date when the deposit of \$150.00 is received by the wedding committee. All balances are due no later than 30 days prior to the wedding date.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____