NEW RELEASE FELLOWSHIP BAPTIST CHURCH

1778 GOODNIGHT BLVD., P.O. BOX 678, WILLS POINT, TEXAS 75169

(903) 873-4JOY (4569)

**Wedding Policies and Fees**

**Purpose**

Your wedding is a sacred occasion. We believe a biblical marriage is between one man and one woman. It will be most meaningful to you, your family and friends when there is careful planning. For that reason, the following statements will govern your plans for your wedding here at New Release Fellowship Baptist Church. We sincerely believe these policies to be the most suitable and practical for all concerned. Please read the policy carefully.

**SETTING THE TIME OF YOUR WEDDING**

* Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the wedding director who will clear the date with the pastor and the church schedules. At this consultation, the wedding application form is filled out and you will make arrangements for your conference(s). Your wedding date is **not secured** until all fees are paid. Paperwork and a deposit of $100.00 are due sixty (60) days prior to the wedding in order to secure the date. Total of all fees must be paid no later than **thirty (30) days prior to the wedding**, or reservations will be cancelled. The deposit is non-refundable if wedding is cancelled thirty (30) days or less prior to the wedding date. If all rules are followed and no damages occur, then deposits will be refunded to the person who paid the fees.
* It is extremely important that the exact time indicated for the rehearsals and wedding is observed, and care should be taken to have all members of the wedding party in their place at the time indicated.
* In the event that your wedding date would be in conjunction with any church event, any stage decorations, lighting equipment, etc. must be given priority and cannot be removed! This includes special times of the year that our church is decorated, such as: Christmas, Easter,

4th of July, etc.

**WEDDING MUSIC**

* All music must be submitted to the wedding director for coordination at least two weeks prior to the wedding.
* It is important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the house of the Lord. The couple will discuss with the wedding director the music to be played and the wedding director will discuss this with the music director if a question arises.
* Arrangements for live music to be played at the reception must be approved by the Wedding Director.
* If a sound system is required, it must be set up and run by NRF’s qualified sound technicians. We will supply the technician’s name and phone number.
* Heavy instruments in the sanctuary must remain in place.

**FLOWERS AND DECORATIONS**

* It is the responsibility of the wedding party to arrange with a florist for decorations.
* Whenever candles are to be used, they must be of the non-drip variety. These are metal candles, not wax. Candles must be extinguished upon leaving Sanctuary. Traditional Unity Candle may be used with protective cloth under candle to protect the wood. Church wedding director will have final say on candles and placement of candles.
* Under no conditions shall decorations be attached to the chairs, other furniture or walls by gluing, taping, or nailing. Corsage pins are allowed.
* All decorations, flowers, palms, and other equipment shall be removed from the church building immediately following its use unless other arrangements have been made and approved by wedding director.
* In order to avoid carpet stains, only silk or satin flower petals may be used in flower girl basket(s).

**BRIDE AND BRIDESMAID DRESSING ROOM GUIDELINES**

* Please do not move anything into or from the dressing areas without consultation with the wedding director. (If space is needed for groom and groomsmen, consult wedding director and same guidelines apply).
* Due to possible fire hazard, irons and ironing boards may not be used. Small hand steamers are allowed.
* **Food of any kind is not permitted inside the Bride’s or Groom’s room. Bottled water is acceptable.**
* Bride’s and Groom’s dressing rooms are to be cleared and cleaned immediately following the ceremony **by the wedding party**.

**RESPONSIBILITY FOR PERSONAL ITEMS**

Due to the fact that our buildings are open to the public, New Release Fellowship Baptist Church cannot be held responsible for items that are lost, stolen, or damaged.

**OTHER GUIDELINES**

* If for any reason the wedding is not conducted by a staff member of New Release Fellowship Baptist Church, the officiating clergy must be approved by the pastor, or in the absence of pastor by the deacon body.
* **Use of glitter and/or confetti is strictly prohibited in any church facility.**
* Under no circumstances are rice, confetti, birdseed, etc., to be thrown inside the church buildings. Birdseed is acceptable to be thrown outside. Bubbles are acceptable outside only.
* No smoking on church property.
* Alcoholic beverages are not allowed on church property.
* Bridal party is responsible for collecting and disposal of all dinnerware, any paper products, tableware, etc. The kitchen must be cleaned and left in the order it was found.
* Occupancy number in Sanctuary – 295
* Occupancy number in Youth building – 200-250

**FEES**

* Church members are not charged “facility rental” fees for weddings. Church members are defined as follows: The bride or groom has been a member for at least six months and/or their parents or legal guardians or grandparents the same amount of time.

**If you** **are not a church member**, the following rental fees apply.

Church building for rehearsal (2 hour limit) $100.00

Youth building for rehearsal dinner (6 hour limit) $150.00

(Time includes set-up, dinner, and removal)

Church building for the wedding $250.00

(6 hour limit decorating and wedding –

If more time is needed consult with wedding director)

Wedding reception: Youth building (6 hour limit) $250.00

(Time includes set-up, reception, and removal)

The wedding party is also responsible for any extra fees that would involve singers, musicians, and the minister’s honorarium.

* All other fees (listed below) **are applicable to members and non-members.**
* **(Option 1 for members)**
* Cleaning after rehearsal dinner $100.00
* Cleaning of church building after wedding $100.00
* Cleaning after reception $100.00
* Sound Technician $50.00 (per night)
* The wedding party is also responsible for any extra fees that would involve singers, musicians, and the minister’s honorarium.
* Our wedding director(s) function as liaisons between the church staff and bridal party. There is a fee of $100.00 that goes to the director of the wedding ceremony and a fee of $50.00 that goes to the director of the reception (if reception is held at New Release Fellowship). The wedding and reception directors must be members of New Release Fellowship Baptist Church.
* The Youth Building is available for wedding receptions on Saturday under the following guidelines. The reception must start at a sufficient time so that the wedding party has completed all activities including cleanup by 9:00 p.m. This allows time for Sunday morning setup.
* **(Option 2 for members)**

Members are allowed the option to clean the building(s) that were used instead of paying the cleaning fees. If member chooses this option they must make sure that the building(s) are returned to original condition as found. This includes: vacuuming, sweeping, and mopping the floors. Bathrooms must be cleaned and all trash removed. If a kitchen was used it should also be restored to its original condition. Building will be inspected after event. If cleaning is satisfactory and no damages have occurred then the deposit will be returned.

New Release Fellowship Baptist Church wishes for you and all who use our facilities to have a beautiful and happy wedding for the beginning of your new life. In order that our facilities may be kept usable and attractive for you and others, it is important that these guidelines be observed. We sincerely hope we have anticipated some of the questions you will have concerning plans for your wedding. Please call the wedding director(s) whenever any questions occur or for clarification of any policies.

**Special Events Team Members:**

Angie Engledow 972-979-2669 Carolyn Freeman

Amanda Hayes 903-340-4484 Melinda Thomason

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