

## **WEDDING POLICIES - INFORMATION AND GUIDELINES**

**Dahlonega Baptist Church**

**234 Hawkins Street**

**Dahlonega, GA 30533**

**Phone (706) 864-3676**

**Fax (706) 864-3974**

Congratulations on your upcoming marriage! We at Dahlonega Baptist Church wish to assist you in making your wedding an occasion of happiness and holiness. One of the functions of our church is to provide a place where a Christian marriage ceremony can be performed. Weddings that are beautiful and that glorify the Lord Jesus must be carefully and prayerfully planned. This guide has been prepared to assist you in planning this joyful event. It should answer most of the questions that may arise as you approach your wedding date.

Someone in the church office will help you coordinate this service. All arrangements should be made through this person. (Dianne King, (706) 864-3676, [dianne@dbch.org](mailto:dianne@dbch.org)).

### **THE WEDDING DATE**

A tentative date for your wedding will be placed on the church calendar when you first make contact with the church office. This date will be confirmed when the required forms and cleaning/damage deposit(s) are returned to the church office. If these required forms and deposit(s) are not returned within two weeks of scheduling, the tentative date will be removed from our church calendar. The balance is due six weeks prior to the wedding date. If the balance is not paid by the deadline, the wedding date will be removed from the church calendar. A \$50.00 non-refundable booking fee is included in the above.

Weddings are scheduled on a first-come, first-serve basis. Weddings may not be scheduled on/in:

- Holidays/holiday weekends, including Palm Sunday and Easter
- Sundays
- Saturdays after 6:00 p.m.
- The month of December (unless cleared by the Pastor or the Minister of Music)
- Other times that will conflict with any worship services or planned event involving the membership as a whole.

Requests for scheduling more than one wedding a day must be cleared by the Pastor.

Only members may schedule weddings more than six (6) months in advance. (A member is understood to mean that either the bride or the groom or one of their parents or grandparents is a member of Dahlonega Baptist Church.)

## **PREMARITAL CONFERENCE**

If a minister from our church staff is to perform the wedding, a tentative appointment for the bride and groom to meet with that minister will also be made at the time that the tentative date for the wedding is placed on the church calendar. No plans are definite until after this conference. Our staff ministers will not perform any wedding for those who have not participated in a premarital conference with the selected minister. The final decision about the type of ceremony to be used will be made by the officiating minister.

Use of a minister, other than one on our staff, must be approved by our Pastor at least sixty (60) days prior to the ceremony.

## **YOUR WEDDING DECORATIONS AND FLOWERS**

Since our church is already furnished as a place of worship and dignity, it should not need to be elaborately decorated. The extent of decorations is the decision of the wedding party. The florist engaged by the bride is responsible for all decorating and will be required to remove all decorations from the building immediately following the wedding. The church cannot be responsible for any equipment left by the florist.

It is the responsibility of the bride to instruct the florist she has chosen in accordance with our church policies. There is a page that follows which should be detached and given to the florist. For your personal records, the policies are as follows:

1. No furniture (including the piano) in the Sanctuary or foyer may be moved except that the pulpit may be pushed to the rear of the platform and the communion table may be removed from the Sanctuary. Church-owned floral arrangements in the Sanctuary may be moved/removed into the back hallway. The florist is not to move any furnishings or musical instruments. The platform in front of the steps leading onto the main platform may NOT be removed.

2. No nails, pins, staples, tacks, tape, glue, or other such fasteners which may permanently deface the buildings or furnishings may be used in decorating (i.e. on furnishings, walls, woodwork, floors, or other surfaces).

3. Only non-wax, "dripless" candles may be used. Since heating and air-conditioning fans will cause even "dripless" candles to drip, they should be placed in candelabra which will catch and contain all drippings. No flammable material should be used around the candles. If necessary, florists will be held responsible for the cleaning of wax from carpet and furniture.

4. At no time should candles be taken into the choir area, and choir chairs are not to be moved to accommodate decoration.

5. Live flowers and greenery must be placed in water-tight containers which rest upon non-flammable plastic mats to ensure that no damage is done to the church facilities. No live flowers (such as rose petals) may be thrown on carpeted areas.

6. Flowers, decorations, and related fixtures, etc., must be removed from the facilities by the wedding party immediately after the wedding/reception unless other arrangements have been previously made with the church office. If flowers from the wedding are to be left by the wedding party for use in the church's Sanctuary, previous arrangements must be made with someone in the church office who will request the custodian(s) to appropriately place the flowers.

7. If the wedding is to take place during a holiday period when seasonal decorations are already in place, any additional decorations for the wedding must include these.

8. The bride should have the florist's schedule for bringing the decorations to the church building so that the church office can arrange to have someone present.



## **CHURCH HOSTESS**

The church hostess will be on duty for weddings. Responsibilities are limited to opening/closing specified facilities, operating the heating/air conditioning systems, and moving furniture designated in these guidelines.

The church hostess will have the facilities open three (3) hours prior to the wedding. Additional “lead time” will require additional fees. All wedding-related activities must be cleared from the premises within four (4) hours of the beginning of the ceremony. Additional hours will be deducted from your deposit at a rate of \$50 per hour. The custodian will use a time record for each wedding.

## **AUDIO/AUDIO TAPE SERVICES**

Use of the sound system for public address, recording, and/or special lighting requests requires the services of our church's Sound Coordinator. Special audio or lighting needs should be arranged with the Sound Coordinator prior to the wedding day.

## **PHOTOGRAPHY/VIDEO TAPING**

In order to preserve the dignity of the marriage ceremony, we require that photographers (including professionals and any others taking pictures during the ceremony) abide by certain restrictions. It is the responsibility of the bride to instruct the photographer she has chosen with regard to our church wedding policies. There is a page that follows which should be detached and given to the photographer. For your personal records, the policies are as follows:

1. The church does not have any resources for video recording. Video recording is permitted, provided the person(s) enlisted for this by the wedding party abide by the restrictions established for the photographer.
2. It is suggested that you arrange to take as many pictures as possible prior to the wedding.
3. No photography requiring flash equipment or excessive movement may be taken during any part of the ceremony, including the processional and recessional.
4. Photographers may take pictures as the wedding party comes back up the aisle at the end of the ceremony. He/she must stand in the doorway and may not go down the aisle to meet them.
5. The photographer may not stand on pews, tables, chairs, or other furnishings to take pictures.
6. Candelabrum, pew Bibles, hymnals and live floral arrangements must not be moved for pictures to be taken.
7. Remember that guests will be waiting for the reception. Thus, the photographer and bride will want to plan, in advance, the list of pictures to be made; photographs made after the ceremony should be taken as quickly as possible.

## **MUSIC**

It is assumed that you desire to have a “church” wedding. This implies that you desire that all that is said and done, including your wedding music, be a witness to your faith and trust in God. As a part of the ceremony planning with the officiating minister, music selection will be discussed. The church’s Minister of Music and organist/pianist are available on a limited basis to further assist the bride and groom with selection of appropriate music. All musicians using any sanctuary instruments must be approved by the Minister to Music.

Musicians and vocal soloists are scheduled directly by the bride and set their own honorarium fees; they are paid directly by the bride, prior to the ceremony, for their services.

## **DRESSING ROOM FACILITIES**

Ladies - 105

Men - 127

## **TELEPHONES**

Telephones are located in hallway A and lower level hallway and fellowship hall.

## **RECEPTION**

The Fellowship Hall may be used for the wedding reception. A request for the use of the facility must be made at the time that the tentative wedding date is set. Any scheduled church function will, of course, take precedence over a reception.

The church kitchen may be used for the purpose of serving food and for washing dishes. The kitchen must be left clean and dry and all trash bagged and deposited in the dumpster near the building. It is requested that caterers be reminded of this. The dishwasher may be used under the supervision of our hostess. No linens are available. Caterers furnish all chinaware, silverware, etc. The church hostess is required to be in attendance during receptions.

## **MISCELLANEOUS POLICIES**

1. The church does not have resources to make provision for childcare during the rehearsal, wedding, or reception. Childcare rooms may not be used by the wedding party for childcare at any time. If childcare is needed arrangements must be made through the Minister to Children of Dahlonga Baptist Church

2. The bride and her family are responsible for all personal items of the wedding party brought to the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to return it immediately following the wedding; items may not be left at the church overnight.

3. The church will not be responsible for personal items brought to the church for use in a wedding or wedding reception; nor shall the church be liable for such items lost, stolen, or damaged. The church assumes no responsibility or liability for injury or loss of or damage to property.

4. The church is not liable for injuries sustained during the rehearsal, wedding, or any other period while facilities are being used by the wedding party.

5. The church does not have or endorse any particular florist.

6. Smoking and the use of intoxicants/illegal drugs are strictly prohibited in all of the facilities and on church grounds. No alcoholic beverages may be served or permitted on the church grounds, indoors or outdoors, at any time. Failure to abide will result in the loss of all deposits.

7. No dancing is permitted anywhere in the Church building

8. No rice, confetti, bubbles or birdseed may be thrown anywhere in the church building or on the church grounds.

9. Any damage resulting from violation of this policy or for any other reason will result in the forfeiture of a portion or all of the damage deposit.

**DAHLONEGA BAPTIST CHURCH**  
**234 HAWKINS STREET**  
**DAHLONEGA, GA 30533**  
**706-864-3676**

**(Please detach this page and give to your florist.)**

Bride \_\_\_\_\_

Phone \_\_\_\_\_

Wedding date \_\_\_\_\_

### **FLORAL POLICIES**

The wedding policies that concern the work of florists for weddings at Dahlonga Baptist Church are listed below. These requirements must have your cooperation. Please return a signed copy to the church office no later than ten (10) days prior to the wedding.

1. No furniture (including the piano) in the Sanctuary may be moved except that the pulpit may be pushed to the rear of the platform and the communion table may be removed from the Sanctuary

to the hallway on the left side of the Sanctuary. Church-owned floral arrangements in the Sanctuary may be moved/removed into back hallway. The florist is not to move any other furnishings or musical instruments. The platform in front of the steps leading onto the main platform may NOT be removed.

2. No nails, pins, staples, tacks, tape, glue, or other such fasteners which may permanently deface the buildings or furnishings may be used in decorating (i.e. on furnishings, walls, woodwork, floors, or other surfaces).

3. Only non-wax, "dripless" candles may be used. Since heating and air-conditioning fans will cause even "dripless" candles to drip, they should be placed in candelabra which will catch and contain all drippings. No flammable material should be used around the candles. If necessary, florists will be held responsible for the cleaning of wax from carpet and furniture.

4. At no time should candles be taken into the choir area, and choir chairs are not to be moved to accommodate decoration.

5. Live flowers and greenery must be placed in water-tight containers which rest upon non-flammable plastic mats to ensure that no damage is done to the church facilities. No live flowers (such as rose petals) may be thrown on carpeted areas.

6. Flowers, decorations, and related fixtures, etc., must be removed from the facilities by the wedding party immediately after the wedding/reception unless other arrangements have been previously made with the church office. If flowers from the wedding are to be left by the wedding party for use in the church's Sanctuary, previous arrangements must be made with someone in the church office who will request the custodian(s) to appropriately place the flowers.

7. If the wedding is to take place during a holiday period when seasonal decorations are already in place, any additional decorations for the wedding must include these.

8. The bride should have the florist's schedule for bringing the decorations to the church building so that the church office can arrange to have someone present.

### **THANK YOU FOR YOUR COOPERATION.**

I agree to abide by the above procedures. \_\_\_\_\_ Florist

(Please detach this page and give to your photographer.)

Bride \_\_\_\_\_

Phone \_\_\_\_\_

Wedding date \_\_\_\_\_

|   |
|---|
| <b>DAHLONEGA BAPTIST CHURCH</b><br><b>234 HAWKINS STREET</b><br><b>DAHLONEGA, GA 30533</b><br><b>706-864-3676</b> |
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### PHOTOGRAPHER POLICIES

The wedding policies that concern the work of photographers for weddings at Dahlonga Baptist Church are listed below. These requirements must have your cooperation. **Please return a signed copy to the church office no later than ten (10) days prior to the wedding.**

1. The church does not have any resources for video recording. While video recording is permitted, the person(s) entrusted for this by the wedding party must abide by the restrictions established for the Photographer.

2. It is suggested that you arrange to take as many pictures as possible prior to the wedding.

3. No photography requiring flash equipment or excessive movement may be taken during any part of the ceremony, including the processional and recessional.

4. Photographers may take pictures as the wedding party comes back up the aisle at the end of the ceremony. He/she must stand in the doorway and may not go down the aisle to meet them.

5. The photographer may not stand on pews, tables, chairs, or other furnishings to take pictures.

6. Candelabrum, pew Bibles, hymnals and live floral arrangements must not be moved for pictures to be taken.

7. Remember that guests will be waiting for the reception. Thus, the photographer and bride will want to plan, in advance, the list of pictures to be made; photographs made after the ceremony should be taken as quickly as possible.

### THANK YOU FOR YOUR COOPERATION.

I agree to abide by the above procedures. \_\_\_\_\_

Photographer; \_\_\_\_\_

(Please complete and return to church office.)

**Dahlonga Baptist Church** Phone (706) 864-3676

234 Hawkins Street Fax: (706) 864-3974

Dahlonga, GA 30533

**WEDDING FEES FOR NON-MEMBER**

**FEE TALLY**

|  |            |
|--|------------|
| A. Use of Facilities/Utilities                         |            |
| • Sanctuary  | \$500.00   |
| • Fellowship Hall/Kitchen                              | \$300.00   |
| B. Officiating Minister(2)                             | No Set Fee |
| C. Church Hostess                                      | \$100.00   |
| * Reception  | \$75.00    |
| * Rehearsal  | \$50.00    |
| D. Church Organist(2)                                  | No Set Fee |
| E. Minister of Music/Sound Coordinator                 | \$100.00   |
| F. Custodian Fee                                       |            |
| • Sanctuary (ceremony only)                            | \$100.00   |
| <u>Reception</u>                                       |            |
| • Fellowship Hall/Kitchen                              | \$150.00   |
| <u>Rehearsal Dinner</u>                                |            |
| • Fellowship Hall/Kitchen                              | \$150.00   |
| G. Cleaning/Damage Deposit (refundable)                | \$100.00   |
| H. Non Refundable Booking Fee                          | \$ 50.00   |
| (Please make check payable to Dahlonge Baptist Church) |            |

TOTAL DUE           \$ \_\_\_\_\_  
(Please make check payable to Dahlonge Baptist Church)

(Items numbers B, C, D, E, and F fees are to be paid directly to persons providing these services six weeks prior to wedding date.)

NOTES:

1. A non-member is understood to mean that neither the bride or the groom nor one of their parents/grandparents is a member of Dahlonge Baptist Church.
2. The fee for the minister and organist is up to the wedding party.
3. The custodial charges cover most weddings, based on our experience. Some small weddings may be arranged so that opening the Sanctuary two (2) hours before the wedding time and all the activities of the wedding cleared from the premises within two (2) hours after the wedding time is sufficient. In that circumstance, deduct \$50.00 in custodial fees for each location used.

All fees are due six (6) weeks prior to the wedding date and will be refunded (less the Booking Fee) if the wedding cancelled in writing at least one week prior to the ceremony.



**WEDDING FEES FOR MEMBER**

**FEE TALLY**

|  |            |
|--|------------|
| A. Use of Facilities/Utilities                         |            |
| • Sanctuary  | No Charge  |
| • Fellowship Hall/Kitchen                              | No Charge  |
| B. Officiating Minister(2)                             | No Set Fee |
| C. Church Hostess                                      | \$100.00   |
| * Reception  | \$75.00    |
| * Rehearsal  | \$50.00    |
| D. Church Organist                                     | No Set Fee |
| E. Minister of Music/Sound Coordinator                 | \$100.00   |
| F. Custodian Fee                                       |            |
| • Sanctuary (ceremony only)                            | \$100.00   |
| <u>Reception</u>                                       |            |
| • Fellowship Hall/Kitchen                              | \$150.00   |
| <u>Rehearsal Dinner</u>                                |            |
| • Fellowship Hall/Kitchen                              | \$150.00   |
| G. Cleaning/Damage Deposit (refundable)                | \$100.00   |
| H. Non Refundable Booking Fee                          | \$ 50.00   |
| (Please make check payable to Dahlonge Baptist Church) |            |

TOTAL DUE            \$ \_\_\_\_\_  
(Please make check payable to Dahlonge Baptist Church)

(Items numbers B, C, D, E, and F fees are to be paid directly to persons providing these services six weeks prior to wedding date.)

NOTES:

1. A member is understood to mean that either the bride or the groom or one of their parents or grandparents is a member of Dahlonge Baptist Church.
2. The fee for the minister and organist is up to the wedding party.
3. The custodial charges cover most weddings, based on our experience. Some small weddings may be arranged so that opening the Sanctuary two (2) hours before the wedding time and all the activities of the wedding cleared from the premises within two (2) hours after the wedding time is sufficient. In that circumstance, deduct \$50.00 in custodial fees for each location used.

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DAHLONEGA BAPTIST CHURCH  
234 Hawkins Street Fax:  
Dahlonega, GA 30533

Phone: (706) 864-3676  
Fax: (706) 864-3974

**WEDDING RESERVATION FORM**

**BRIDE ELECT**

**GROOM ELECT**

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Church Membership \_\_\_\_\_

Church Membership \_\_\_\_\_

Mailing address after marriage: \_\_\_\_\_

Home phone: \_\_\_\_\_

Officiating Minister \_\_\_\_\_ Phone \_\_\_\_\_

Director of Wedding \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_

Pianist \_\_\_\_\_ Phone \_\_\_\_\_

Vocalist \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_









