

# Royal Lane Baptist Church

## WEDDING RESERVATION ACKNOWLEDGEMENT FORM

I acknowledge that I have received and read the Royal Lane Baptist Church policies/guidelines and that I understand and agree to abide within the terms and conditions set forth therein. This Wedding Reservation Acknowledgement Form is the only contract, there are no verbal contracts.

I further agree to be responsible for instructing those providing services for the wedding (the florist, photographer, videographer, and non-staff musicians) to likewise adhere to the applicable terms and conditions. **Ignorance of these rules will not be considered an excuse for failing to abide by them.**

**NOTE: New policies may be in effect since your vendor(s) last performed services at Royal Lane Baptist Church. It is the responsibility of the Bride and Groom to provide all vendors with copies of our policies applicable to their services. Items not removed by the florist or family may be discarded by church staff to allow preparations for other services. There are NO storage areas available for gifts, clothing, decorations, candelabra, or floral arrangements. The wedding party releases the church from all liability relating to the rental facilities or any of the church property, its officers and employees, from any suits, claims, complaints, damages, judgments, penalties, theft, fines, losses, costs and expenses of any kind and nature, at any time during the rental time, and to include any items that may be left.**

I understand that alcohol and smoking are not allowed on the church premises at any time before, during, or after the wedding. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol. It is the responsibility of the bride and groom to see that all members of the wedding party are informed of this policy.

I understand that Royal Lane Baptist Church is a Christian organization and the ceremony performed will be done so by an ordained and licensed minister, or other duly licensed judge, Justice of the Peace, etc.

I SPECIFICALLY UNDERSTAND THAT THE DATE AND TIME I HAVE SELECTED FOR MY WEDDING WILL NOT BE PLACED ON THE CHURCH CALENDAR UNTIL THIS FORM, PROPERLY EXECUTED, IS SUBMITTED WITH THE INITIAL WEDDING DEPOSIT. ALL PAYMENTS MADE AS PRESCRIBED BY ROYAL LANE'S WEDDING GUIDELINES, UPDATED JANUARY 2009 ARE NON-REFUNDABLE.

*Scheduled Wedding* Date: Month, day, year, and time:

Ceremony Start Time: 11:30 am, 12:00 pm or 12:30 pm \_\_\_\_\_ 10:00 am – 2:00 pm \_\_\_\_\_  
5:30 pm, 6:00 pm or 6:30 pm \_\_\_\_\_ 4:00 pm – 8:00 pm \_\_\_\_\_

*Scheduled Rehearsal* Date: Month, day, year, and time:

\_\_\_\_\_ 5:30 pm – 6:30 pm \_\_\_\_\_  
\_\_\_\_\_ 7:00 pm – 8:00 pm \_\_\_\_\_

*Scheduled RLBC Family Hall* (form included in this document) Reception / Rehearsal Dinner:  
\_\_\_\_\_ pm – \_\_\_\_\_ pm \_\_\_\_\_

\_\_\_\_\_  
Signature of Bride Date Bride's E-mail Address

\_\_\_\_\_  
Signature of Groom Date Groom's E-mail Address

**Accepted and Approved by Royal Lane Baptist Church**

\_\_\_\_\_  
for Royal Lane Baptist Church

\_\_\_\_\_  
Date

**WEDDING DATE REQUEST**

<b>Bride's Name</b>		<b>Groom's Name</b>	
Address		Address	
City	Zip	City	Zip
Home		Home	
Work		Work	
Cell		Cell	
E-mail		E-mail	

**WEDDING CEREMONY VENDOR INFORMATION** (Provide the following information)

**FLORIST NAME & Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP \_\_\_\_\_

Phones (including area code): \_\_\_\_\_

**PHOTOGRAPHER & Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP \_\_\_\_\_

Phones (including area code): \_\_\_\_\_

**VIDEOGRAPHER & Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP \_\_\_\_\_

Phones (including area code): \_\_\_\_\_

**ADDITIONAL MUSICIANS:**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP \_\_\_\_\_

Phones (including area code): \_\_\_\_\_

**SUMMARY OF PAYMENTS MADE:**

Wedding Rental Fee: **\$1850 (\$2150 in December)**

Payment One: \_\_\_\_\_ Dated: \_\_\_\_\_ Check/Card: \_\_\_\_\_

Payment Two: \_\_\_\_\_ Dated: \_\_\_\_\_ Check/Card: \_\_\_\_\_

**Off-Duty Police Security of Parking Lots for 2-Hour Block - \$80.00** \_\_\_\_\_

Accessories-Item: \_\_\_\_\_ Dated: \_\_\_\_\_ Check/Card: \_\_\_\_\_

Item: \_\_\_\_\_ Dated: \_\_\_\_\_ Check/Card: \_\_\_\_\_

Item: \_\_\_\_\_ Dated: \_\_\_\_\_ Check/Card: \_\_\_\_\_

Reception Rental: **\$500 plus \$300 Security Deposit** \_\_\_\_\_

**Organist Contact/Music Approval must be made by Date/by:** \_\_\_\_\_

**RLBC Wedding Director is** \_\_\_\_\_ **Contact Bride by** \_\_\_\_\_

**Building/Custodial Staff** \_\_\_\_\_ **Sound Technician** \_\_\_\_\_

**Name/Address Security Deposit(s) Refund to be Return Mailed (provided no damages):**

**All items, decorations, gifts, clothing, etc., must be removed after the ceremony by the wedding party. While every effort is made by the custodial staff to secure those items left, Royal Lane cannot be held responsible for any items left after the close of a wedding.**