

# Planning Your Wedding

**Congratulations!** This is such a special time. We are happy to help you in any way as you plan your special day. Below are a few details that may help you plan your event.

**Contacting the Church:** Camilla Charles • Office Phone: 903-882-7597 • Email: info@bethesdachurchtx.com

**Timing:** For Saturday weddings we ask that a wedding in the sanctuary starts no later than 7pm so that the building can be reset for Sunday morning.

**Minister:** You are able to bring your own minister from a different Christian denomination. If you would like for our pastor to perform the ceremony a consultation will need to be scheduled. The pastor's fee is not included in the building rental.

**Wedding Hostess:** Building rental includes a staff member that will be able to help arrange any details and be available during the ceremony.

**Candles:** We understand the beauty that candles add to many special events and we ask that some form of covering be used to protect the hardwood floor and carpet from any drips.

**Sound System:** In the chapel there is a four channel sound system available for your use, along with the keyboard, guitar hook-up and three microphones. In the sanctuary there is a larger sound system appropriate for the size of the space and a sound technician will be provided.

**Lighting:** The chapel does have the option of dimming the main lighting or just turning on the lighting in the front portion of the space.

**Use of the building:**

- There is no smoking inside of any building and no alcoholic beverages on the church property.
- Tacks, nails, tape that will remove paint and staples are not permitted on the walls, chairs or other furniture.
- Please discuss any rearrangement of equipment with the hostess beforehand.
- All flowers, greenery and equipment will need to be moved immediately after the wedding and reception are over.
- The church is not responsible for personal injury or personal items that are stolen, lost or damaged.
- The wedding party will be held accountable for any damage to equipment that results from the wedding or reception, including kitchen appliances.

**Total cost of the Chapel is \$450. This includes:**

- Use of the chapel
- Separated bride and groom preparation rooms and restrooms (both are downstairs)
- Approximately 50 wood and blue cloth covered chairs are available, you may also bring in up to 200 rented chairs
- Use of the sound system
- Cleaning before and after
- A hostess from the church that can also do minor sound, such as playing a cd and running microphones. The hostess will also unlock and relock when the chapel is needed for decorating and the actual event.

**Total cost of the Reception Hall is \$300. This includes:**

- Use of the Fellowship Hall and kitchen for the reception
- Use of two stoves, four food warmers, one refrigerator and 1 full size freezer and a few serving items as well
- Includes use of the projector and sound system
- Tables and chairs that are already on the church property
- We ask that you take out all food related garbage and wash the dishes. We will do the sweeping and the mopping.

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## Bethesda Church Building Use Agreement

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time of Ceremony: \_\_\_\_\_

Other Information: \_\_\_\_\_

*Bethesda Church will not be held responsible in any way for personal injury or for personal items that are lost, stolen or damaged. It is strongly advised that no valuables be left unattended.*

I understand that if there is any damage done to the property it is the responsibility of the renting party. Half of the total amount is due for a deposit. Deposit is non-refundable. The remaining half of the balance is due one week prior to the event. Smoking is not permitted within any of the church facilities. No alcoholic beverages are permitted in or on church property.

Total Charges: \_\_\_\_\_

(Make checks payable to **Bethesda Church**)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

