

ORANGE GROVE MISSIONARY BAPTIST CHURCH

Wedding Policy



Purpose: To ensure all wedding ceremonies held at Orange Grove Missionary Baptist Church are conducted in a religious and spiritual manner by setting forth the following guidelines

General Guidelines:

1. The use of any church facility shall be done in conformance with city fire and safety ordinances. These provide for the prohibiting of smoking, overcrowding, and carrying of firearms in church facilities or on church premises, including parking facilities.
2. Occupancy will be no more than 200 for the Multi-Purpose Room and no more than 800 for the Sanctuary, to comply with City/County Fire Code.
3. Music for your wedding should be appropriate for Christian worship and the harmony of words with a Christian understanding of life, love and marriage. All music will be approved at the discretion of the Pastor.
4. Neither alcoholic beverages nor drugs are not permitted on church premises. If the bride, groom or any member of the wedding party come to the rehearsal or wedding under the influence of alcoholic beverages or drugs, the Wedding Coordinator reserves the right to cancel the rehearsal/wedding. Please be responsible for your guests.
5. Food and/or beverages are only permitted in the Multi-Purpose Room. Please do not bring food or beverages in the sanctuary or any other part of the church.
6. Orange Grove Missionary Baptist Church will not be responsible for lost, damaged or stolen items. It is strongly advised that money, jewelry or other valuables not be left unattended anywhere in the church or on the church property but be entrusted to a reliable person of the family's choice, or simply not brought to the church at all.
7. All personal property, wedding equipment, etc. brought to the church/facility must be removed immediately after the ceremony. Any items left on the premises may be discarded and the church shall not be held responsible for replacing them. The church will not be liable for any damages to personal property.
8. Only birdseeds shall be used and must be thrown outside the church buildings.
9. Rehearsal shall be held prior to the wedding day in which a two-hour limit shall be imposed. Only one day shall be scheduled for the rehearsal. If the rehearsal dinner is scheduled at the church, an additional hour shall be given for the dinner; however, the church will close at 9:00pm. **(Rehearsal should begin promptly and end within the allotted time frame.)**
10. There shall be a two-hour limit imposed on the use of the sanctuary for the ceremony.
11. If the rehearsal/rehearsal dinner, ceremony or reception exceeds the allotted time, there shall be a charge of \$50 per 1/2 hour deducted from the deposit. If the amount exceeds the \$200 security deposit, a bill shall be mailed to the bride and groom.
12. Copies of this policy should be given to all vendors (i.e., florist, photographer, caterer, etc.). The church reserves the right to restrict the privileges of any vendor who violates these guidelines.

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Availability of Facilities:

1. Church facilities are available for use by Orange Grove Missionary Baptist Church members, their children and non-members, upon proper payment. (Refer to the cost section)
2. Facilities shall be used only if there is no conflict with other regular-programmed church functions or activities.
3. No weddings will be scheduled after 4:00 p.m.
4. No weddings, wedding anniversaries or receptions may be scheduled on any holiday or holiday weekend.
5. The church will be opened no earlier than two (2) hours prior to the wedding and or reception. Please contact the church Wedding Coordinator to schedule rehearsal times and the time(s) to open the building before the ceremony.

Minister:

1. **Members** are invited but not required to use the Pastor of the church to conduct the ceremony. Rental of the facilities however, does not guarantee Pastor's availability. If you desire to have Pastor perform your ceremony, please be willing to work with the administrative office in advance to secure a date that the Pastor is available. In the event that the Pastor is not available, the administrative office will assist in locating an Ordained OG Associate Minister to officiate the ceremony.
2. **Non-Members** are renting the **facility only** and are responsible for securing a minister to officiate their wedding.
3. Approval shall be given by the Pastor to have a guest minister(s) conduct the ceremony for both Members and Non-Members. The name of the guest minister(s) and church affiliation must be provided to the Wedding Coordinator.
4. The Pastor of Orange Grove believes in the sanctity of marriage. Thus, Pastor is happy to officiate at the wedding, but only after appropriate counseling, and where there is a serious intent to establish the marriage on Christian principles. In preparation for such marriages, counseling sessions or Marital Class attendance is required. Please contact the Administrative Office to make an appointment/register for classes.
5. If a Guest Minister is performing your marriage ceremony, please contact him/her concerning your premarital counseling.

Wedding Party:

1. Members of the wedding party shall conduct themselves in a manner befitting the atmosphere of a place of worship.
2. The bride and/or groom are responsible for making the guidelines set forth in this policy known to the members of the wedding party.

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Decorations:

1. Only case-metal candles will be used. They must not be placed on, in or be surrounded by any flammable material.
2. Protective material must be used under all flower arrangements to protect carpets and furniture.
3. No preservatives harmful to carpets may be used in flower containers. No nails, tacks, staples, pins, adhesives, or anything that will mark woodwork and walls may be used. Awnings may be erected at the church entrance provided the awning is separate from and not attached to church buildings.
4. No furniture in the sanctuary shall be removed or changed.
5. An extra \$50 will be charged if candle wax, water or dirt stains have to be removed from the carpet.
6. In planning decorations for the wedding, it is recommended that the Sanctuary be designed for a church service. All decorations must be discussed with the Wedding Coordinator.

Sound System:

Only church personnel shall operate the sound system.

Wedding Music:

1. The fee does not include services of the Minister of Music. If you desire to have him or one of the other musicians provide some or all the music for the wedding, it is the responsibility of the bride and/or groom to contact them directly regarding availability, fees, etc.
2. The names of the musicians and a list of all the music must be submitted to the Wedding Coordinator no later than 45 days prior to the wedding day.

Wedding Reception:

Receptions may be held in the Multi-Purpose Room if the number of guests does not exceed 200.

\$200 – Member Fee for Reception plus an additional \$50 if kitchen is used.

\$400– Non-Member Fee for Reception plus an additional \$100 if kitchen is used.

The bride and/or groom should inquire as to the fee for setting up chairs and tables.

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Costs

Because the use of the church facilities requires expenditures for utilities, maintenance, and personnel, we ask the following fees be paid. The below listed costs are all inclusive and cannot be changed or customized.

Members Package (at time of application): \$400.00

\$200 - Security Deposit (Refundable)

\$200 - (Non-Refundable) - this fee covers:

- Sanctuary
- Multi-Purpose Room for Rehearsal Dinner
- Wedding Coordinator
- Sound Technician
- Custodian
- Parking Attendant

***Important Note:** It is a usual and customary practice to give an honorarium for the Pastor/Minister performing a wedding. Honorariums are above and beyond the wedding fees listed in this policy. Officiating ministers will usually leave the sum of the honorarium up to the couple; although some ministers will share a standard fee. In considering the amount of the honorarium you need to consider the amount of time invested in counseling and planning in addition to the rehearsal, and ceremony on the part of the minister. It is the sole responsibility of the wedding party to give the honorarium directly to the pastor performing the wedding.

Non-members Package (at time of application): \$900.00

\$200 - Security Deposit (Refundable)

\$700 - (Non-Refundable) - this fee covers:

- Facility use (Non-Refundable) - this fee covers:
 - Sanctuary
 - Multi-Purpose Room for Rehearsal Dinner
 - Wedding Coordinator
 - Sound Technician
 - Custodian
 - Parking Attendant

• Additional charges shall be deducted from the security deposit, if the following is not adhered to:

- ~ Multi-Purpose Room and kitchen not left in the condition it was found
- ~ Over-extended use of facilities
- ~ Damages to facilities

Wedding Coordinator:

Serve as the liaison between the bride/groom and the church

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Procedure:

1. Obtain, complete and return the "Agreement/Reservation for Weddings & Receptions" form to the Administrative Assistant at the church along with a \$25.00 deposit to secure the wedding day on the calendar. The \$25.00 deposit shall be credited toward your cost. However, if the wedding is cancelled the deposit will be non-refundable.
2. Confirmation will be given via fax or mail within one (1) week of receipt.
3. A \$200 refundable security deposit and the remaining balance shall be due 45 days prior to the scheduled wedding.
4. Upon the completion of the ceremony and departure of the wedding party, an assessment of time utilized and damages to the facility shall be conducted. (If the bride and/or groom desire to have someone present during this assessment, the individual's name should be given to the Wedding Coordinator prior to the wedding. It is the responsibility of that individual to make contact with the Wedding Coordinator.) Any additional time utilized will be deducted from the security deposit. If damages are found, the wedding party or contact person shall be notified via phone to discuss damages, unless the individual was present during the assessment. However, if no damages are found and no additional time utilized, the entire security deposit (\$200.00) will be refunded.

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ORANGE GROVE MISSIONARY BAPTIST CHURCH
505 EAST END AVENUE
DURHAM, NC 27703
919-596-8088

Reservation for Weddings and Receptions

Today's date: _____ Time: _____

Bride's name: _____ Church member? ☐ Yes ☐ No

Address: _____

Work phone: _____ Home phone: _____

Groom's name: _____ Church member? ☐ Yes ☐ No

Address: _____

Work phone: _____ Home phone: _____

Wedding coordinator: _____ phone: _____

Wedding date: _____ Time: _____

☐ Reception will be held here. If checked, please indicate approximate number of persons: _____

Rehearsal date: _____ Time: _____

☐ Rehearsal will be held here. If checked, please indicate approximate number of persons: _____

Minister performing ceremony: _____

Church affiliation (if other than O.G. Pastor): _____ Phone: _____

Musician name(s): _____

Florist: _____ Phone: _____

Videographer: _____ Phone: _____

Photographer: _____ Phone: _____

Caterer: _____ Phone: _____

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We, _____ (bride) and _____ (groom) have read the Orange Grove Missionary Baptist Church Wedding Policy and will adhere to all the terms as stated in the policy. We will communicate this policy to the wedding party, service providers, and other guests to ensure that these rules are kept. If this policy is not adhered to in any way, we are aware that a portion or all of our deposit may be forfeited.

Signatures: _____
Bride

Date: _____

Groom

Date: _____

Please specify below the recipient of the deposit*:

Name: _____

Address: _____

*all deposits will be mailed 14 days after wedding date.

For Office Use Only

Amount of Deposit: \$ _____ Date: _____ Collected by: _____

Balance Paid: \$ _____ Date: _____ Collected by: _____

Were there any additional charges assessed? ____ Yes ____ No

If so, please list: _____

Total charges assessed: \$ _____

Amt. of deposit to be mailed: \$ _____

Deposit mailed by: _____ Date: _____