



ST. LUKE MISSIONARY BAPTIST CHURCH
 1600 Norris Avenue, Charlotte, NC, 28206
 Phone – (704) 375-9650 ♦ Fax – (704) 375-8397

Wedding Application

Name of Applicants: Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ E-mail: _____



Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ E-mail: _____

Dates of Requested Usage

Wedding Date: _____ Time: _____ Number in Wedding Party: _____
 Reception Site & Phone Number: _____
 Wedding Coordinator / Director: _____ Phone: _____
 Church doors should open @ _____ (The church can be opened up to two hours prior to the wedding.)
 Wedding Rehearsal Date: _____ Rehearsal Time: _____
 Rehearsal Dinner Time: _____ Name of Caterer: _____
 Contact Name for Caterer: _____

Notes: _____
 Please circle rooms needed: Sanctuary Multipurpose Room Classroom Bridal Chamber
 Which musical instruments of the Church will be played: _____

Usage Fees (Cash, Cashier's Check or Money Orders Only)

For Members \$500.00 rental fee: includes \$200.00 non-refundable deposit (member of this church for 6 months)
 Non-members \$1000.00 rental fee: includes \$200.00 non-refundable deposit
 Pastor's Honorarium \$200.00 (This fee is due before the wedding ceremony.)

*Half of the rental fee plus the deposit is due when application is accepted, and the balance is due one (1) month prior to wedding.

Counseling Fees

Members & Non-Members \$200.00 for five (5) sessions

Pastor's Honorarium for Offsite Weddings

Members – \$175.00 Non-Members – \$300.00 In-Office Ceremony – \$100.00

WEDDING GUIDELINES

ST. LUKE REALIZES THAT HOLY MATRIMONY IS A SPIRITUAL AND PHYSICAL UNION OF A MAN AND A WOMAN, WHICH IS ENTERED INTO IN FAITH AND WITH THE INTENT THAT IT IS LIFELONG. IT IS OUR DESIRE TO HELP YOU CELEBRATE YOUR MARRIAGE AND, THEREFORE WE ASK THAT BOTH THE BRIDE AND GROOM REVIEW THE GUIDELINES LISTED BELOW.

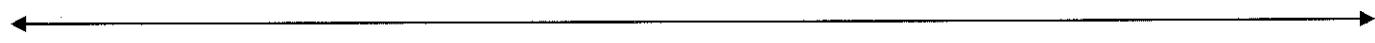
- ♦ Both members (6 months or more) of St. Luke Missionary Baptist Church and non-members may rent the facilities for weddings. The Senior Pastor of this church will perform all wedding ceremonies unless other arrangements have been made with the Senior Pastor and approved by him in writing.
- ♦ The Senior Pastor will perform weddings at offsite locations such as parks, etc. The decision to perform a particular wedding is at the discretion of the Senior Pastor.
- ♦ It is important that the couple to be married have an interview with the Senior Pastor since premarital counseling is required. The bride or groom will be responsible for calling the church office to schedule the initial interview with the Senior Pastor. Scheduling of counseling will be done at the initial interview.
- ♦ The couple is responsible for obtaining the marriage license and ensuring that it is in the church office prior to the wedding.

- ◆ Weddings are scheduled on a first-come first-served basis, regardless of the membership status.
- ◆ Wedding applications should be submitted no later than three months prior to the wedding date.
- ◆ The deposit plus half of the rental fee is due upon acceptance of the application and wedding date. The balance of the rental fee is due one (1) month prior to the wedding.
- ◆ The Pastor's honorarium is due before the wedding ceremony. Counseling fees are due during the first counseling session.
- ◆ Weddings will have a six (6) hour maximum limit. This includes reception and set-up of all wedding decorations. The church can be opened two hours prior to wedding time for decorating. In some instances, decorating may be done the night before the ceremony if your wedding rehearsal is scheduled on that date (subject to approval).
- ◆ All decorations are to be removed immediately following the wedding and reception. St. Luke is not responsible for food or items left at the church from your wedding reception. You are to designate someone to attend to the removal of all items and to attend to your personal property during this time.
- ◆ If your reception is at the church and you will be using our tables and chairs, please fill out a set-up sheet, and the table and chairs will be set up for you. All trash is to be put in the proper receptacles and tables are to be cleaned off after usage.
- ◆ There will be an additional charge of \$50.00 per hour for any time exceeding six hours.
- ◆ The catering company will be responsible for all supplies that will be needed to successfully cater your reception or dinner. Our kitchen facilities will not be available.
- ◆ WAX CANDLES ARE NOT ALLOWED AT ANY TIME. Only non-drip candles are allowed in your decorating. No candles of any kind are to be used by the wedding guests or congregation.
- ◆ A refund of rental fees will be given if the wedding cancelled up to one month prior to the wedding date. However, the deposit will not be refunded.
- ◆ No alcoholic beverages are permitted on church property.
- ◆ Appropriate music does not include profanity, vulgar lyrics, sadistic music, hip-hop or any of the such. You are required to use music that is in keeping with the Holy Matrimonial standards.
- ◆ When you schedule a time for the church to be opened for your wedding, rehearsal, etc., and an emergency arises which prevents you from keeping the appointment time, YOU MUST CALL THE CHURCH immediately to let them know when to expect you. If you do not call, the doors will be opened for 45 MINUTES ONLY past the original time. The person opening the doors is not obligated to wait any longer.
- ◆ If you have a wedding coordinator, they will need to meet with the Event Coordinator of the church at least one month prior to the wedding to go over details and see the layout of the church. You are responsible for scheduling this time.

We do hereby agree to the fees, terms and guidelines of this wedding application and agree to be held responsible for any damages caused by our usage of these facilities.

Bride: _____ Date: _____

Groom: _____ Date: _____



Office Use Only

Date of Acceptance: _____ Amount Paid: _____ Church Representative's Initials: _____

Date of Initial Interview with Pastor: _____

<u>Fees</u>	<u>Amount</u>	<u>Paid by</u>	<u>Amount Paid</u>	<u>Date Paid</u>	<u>Balance</u>	<u>Date Paid</u>
Rental Fees	\$ _____	_____	_____	_____	_____	_____
Deposit	\$ _____	_____	_____	_____	_____	_____
Pastor's Honorarium	\$ _____	_____	_____	_____	_____	_____
Honorarium (Offsite)	\$ _____	_____	_____	_____	_____	_____
Counseling Fee	\$ _____	_____	_____	_____	_____	_____

Deposit to be returned by: _____ Date mailed: _____ Licensed mailed: _____

Deposit not returned because: _____

Signature: _____ File closed date: _____