

Antioch Baptist Church  
16509 Waterfall Road  
Haymarket, Virginia 20168

## Wedding Rental Agreement

### Fee Schedule

Wedding \$450

Security Deposit \$100

Minister Fee \$200+ please see minister agreement

Additional time (optional) \$100 per hour

**To secure a date for your wedding** on the church calendar a completed Rental Agreement with Security Deposit is required. All weddings and wedding dates should have the approval of the church Pastor and church office before the completed Wedding Agreement with Security Deposit is sent in.

**The Security Deposit** covers the church property, building and its contents for possible repairs, reorganization or cleaning that goes beyond what would be considered as normal. If the church is returned to the same condition as before the wedding the security Deposit will be returned within ten working days after the wedding.

The remainder of the fees is due not later than 30 days prior to the date of the wedding. Should the date be cancelled, the Security Deposit will be forfeited to the church.

### **The basic Wedding Fee** includes

1. Use of the church for 2 hours for rehearsal, 4 hours the day of the wedding
2. Cleaning of the church before the wedding
3. Pick up and cleaning after the wedding within reason
4. Use of the Log building for the Bride to dress for the wedding

The Officiating minister's honorarium is not included in the basic wedding fee but maybe included in your payment if using the Antioch Minister (the wedding couple is responsible to make arrangements with the minister). A fee of \$200+ is normally acceptable. If interested in using the services of Antioch's Minister, please complete the Minister's Agreement (attached) and return along with your completed Church Rental Agreement.

Any time required that goes beyond a normal wedding rehearsal and wedding as stated above will be accommodated at the Additional Fee option.

Damage/indemnification: Signatory hereto shall be fully responsible for any damages sustained by the church during Signatory's use of the facility. Signatory hereby indemnifies and holds harmless the Church and its employees, agents, parishioners, and Pastor from any and all claims brought which result from Signatory's use of the facility.

**Requirements**

- No alcohol is permitted on the premises
- Rice, birdseed, and confetti are not permitted inside/outside the premises
- The church is a smoke free facility
- Furniture in the sanctuary is not to be moved
- The church is not responsible for lost items (You may call to inquire about missing items)
- Behavior appropriate to a church setting is expected

It is our desire that your wedding ceremony be a meaningful and joyful experience. Thank you for allowing us to play a part.

Bride's Name \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Contact name (if different from Bride) \_\_\_\_\_

Phone: \_\_\_\_\_ cell \_\_\_\_\_ Email \_\_\_\_\_

Officiant: \_\_\_\_\_

Phone: \_\_\_\_\_ cell \_\_\_\_\_ Email \_\_\_\_\_

Wedding date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

I have received a copy of the Wedding Rental Agreement and agree to the terms and conditions contained therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

AGREED BY TO THE CHURCH: \_\_\_\_\_

Contact Information:

Rev. Dr. Billy Tatum- 540-687-6454

Vickie Sullivan

703-732-3590