



WEDDING RESERVATION

TODAY'S DATE	DATE AND TIME OF WEDDING		
BRIDE'S NAME	PHONE		
GROOM'S NAME	PHONE		
RESPONSIBLE PARTY	PHONE		
ADDRESS	RELATIONSHIP TO BRIDE/GROOM		

IS THE BRIDE, GROOM OR PARENTS OF EITHER A MEMBER OF IABC? YES NO IF YES, WHOM?

		MEMBER ¹	NON-MEMBER	COST
CEREMONY / REHEARSAL	<input type="checkbox"/> SC AUDITORIUM	\$500	\$1,000	\$
	<input type="checkbox"/> NC WORSHIP CENTER	\$500	\$1,000	\$
	<input type="checkbox"/> SUMMIT	\$200	\$400	\$
	<input type="checkbox"/> NC COMMUNITY ROOM (LARGE MEETING ROOM) ³	\$200	\$400	\$
	<input type="checkbox"/> NC 105 (MEDIUM MEETING ROOM) ³	\$150	\$300	\$
RECEPTION	RECEPTION FEE INCLUDES UP TO 20 TABLES; ADD \$5 PER TABLE FOR EXTRA	\$200	\$400	\$
	REHEARSAL DINNER FEE INCLUDES UP TO 20 TABLES; ADD \$5 PER TABLE FOR EXTRA	\$200	\$400	\$
DEPOSIT	DEPOSIT (DUE AT RESERVATION, REFUNDABLE AFTER WEDDING) ²	\$150	\$300	\$

¹ YOU MAY USE THE MEMBER RATE IF THE BRIDE, GROOM, MOTHER OR FATHER OF EITHER THE BRIDE OR GROOM IS A MEMBER OF IABC AND HAS BEEN FOR AT LEAST 3 MONTHS PRIOR TO THE SCHEDULING OF THE WEDDING.

² ONCE THE CEREMONY IS OVER, THE WEDDING PARTY IS RESPONSIBLE FOR CLEARING THE ROOMS AND RETURNING THEM TO THE CONDITION IN WHICH THEY WERE FOUND. A \$20/HOUR CUSTODIAL FEE WILL BE DEDUCTED FROM DEPOSIT IF ADDITIONAL CLEAN-UP IS NEEDED.

³ SOUND/LIGHTING SERVICES ARE NOT AVAILABLE FOR THIS ROOM.

THE FEE COVERS PREPARATION OF ROOMS FOR USE, UTILITIES, SOUND/LIGHTING SERVICES AND OTHER COSTS INCURRED BY IABC.

FORM UPDATED 7.2015

TOTAL (INCLUDING DEPOSIT)	\$
AMOUNT PAID (DEPOSIT IS MINIMUM)	\$
BALANCE (DUE BY: _____)	\$

I HAVE READ THE *WEDDING POLICIES AND PROCEDURES* AND I AGREE TO ABIDE BY ALL ITEMS LISTED THEREIN. I ALSO AGREE TO PAY ALL CHARGES LISTED ABOVE, AND TO BE RESPONSIBLE FOR ANY DAMAGES TO INDIANA AVE BAPTIST CHURCH DURING THE WEDDING, REHEARSAL, AND/OR RECEPTION.

SIGNATURE OF RESPONSIBLE PARTY	SIGNATURE OF IABC REPRESENTATIVE