

Smithwood Baptist Church

4914 Jacksboro Pike - Knoxville, TN 37918
phone: 865.689.5448 - fax: 865.689.0448 - www.smithwood.org



Wedding / Reception Policy

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Wedding / Reception Request Form

Name of Bride: _____
Name of Groom: _____
Refund Name and Address: _____
Date of Wedding/Recept.: _____
Wedding/Recept. Duration: Begins: _____ Ends: _____
Rehearsal Date / Time: Date: _____ Time: _____
Rehearsal Dinner location: _____
Location of Ceremony: _____
Location of Reception: _____
Officiating Clergy/Church: _____
Phone number(s): Home: _____ Work: _____
Cell number / E-mail: Cell: _____ E-mail: _____
Est. # of Persons attending: _____
Florist and Address: _____

Give Dates and required initialing of all items below for Wedding / Reception:

_____ date Office received signed Policy _____ received Wedding Policy (initial)
_____ date Office received Deposit _____ received Floral Policy (initial)
_____ date of Meeting with Pastor / Custod.

Check Items below that will be needed for Wedding / Reception:

_____ Church's Custodian (required)	_____ Church's Audio/Visual Equipment
_____ Church's Pianist	_____ Church's Food Services / Kitchen
_____ Church's Organist	_____ Church's Folding Tables
_____ Church's Sound Technician (required)	_____ Church's Folding Chairs

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Event Fee Worksheet

Wedding Party Name: _____ Date of Event: _____

CUSTODIAL FEES:

Wedding Rehearsal \$75.00 (up to 2 hours total)\$ _____
Wedding Rehearsal Dinner \$75.00 (must be over by 9:30pm)\$ _____
Wedding without Reception \$300.00 (up to 7 hours total)\$ _____
(Note: The Church will be locked 1 hour after the Wedding Ceremony)
Wedding with Reception..... \$400.00 (up to 8 hours total)\$ _____
(Note: the Reception must be over no later than 2.5 hours after the Wedding Ceremony)
Wedding in Church Courtyard without Reception \$250.00.....\$ _____
Wedding in Church Courtyard with Reception..... \$400.00.....\$ _____
Reception in Church Courtyard \$300.00.....\$ _____
Overtime \$10.00 (per each 30 minutes over)\$ _____

MUSICIANS FEES: (These fees are based on one Rehearsal and one Wedding Ceremony)

Pianist and Organist..... \$175.00 per musician minimum.....\$ _____

SOUND TECHNICIAN FEES: (These fees are based on one Rehearsal and one Wedding Ceremony)

SBC sound technician is a required fee.

Sound Technician..... \$175.00.....\$ _____

CHURCH SOLOIST/MUSICIAN FEES: (Fees must be worked out with individual prior to Event)\$ _____

\$ _____ **REFUNDABLE (if all conditions are met) DEPOSIT (\$500)**

\$ _____ **NON-REFUNDABLE USAGE FEE (\$700 inactive or non-member) (\$300 active member)**

TOTAL FEES DUE:\$ _____

Signed: _____

Date: _____

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Wedding / Reception Agreement:

_____ I understand that my Wedding / Reception will not be placed on the Church's Calendar until this "Wedding / Reception Request Form" has been completely filled out, initialed, and returned to the Church Office.

_____ I understand that this "Wedding / Reception Request Form" should be returned to the Church Office with a check for \$500.00 (refundable, if all conditions are met) and that the check will be deposited and cleared by the bank prior to the Wedding date being placed on the Church's Calendar. Checks are to be made payable to Smithwood Baptist Church.

_____ I understand that as an approved non-member or inactive member, an additional \$700 non-refundable facility usage fee is required and must be turned into the Church with the "Wedding / Reception Request Form" and that the check will be deposited and cleared by the bank prior to the Wedding date being placed on the Church's Calendar. Active members will owe an additional \$300 non-refundable facility usage fee. Checks are to be made payable to Smithwood Baptist Church.

_____ I understand that the refunding of this \$500.00 deposit is based upon adhering to all the Church's policies, upon no damage occurring to the Church property, and that all Church property is accounted for after the Wedding and Reception. I also understand that the Wedding Party shall be responsible for any and all damages caused by the Wedding Guests. Should any damages / missing items exceed the \$500.00 deposit, it is the responsibility of the Wedding / Reception Party to cover the remaining balance.

_____ I understand that it is my responsibility to contact the Pastor in order to schedule any necessary meetings, including a time to meet with him and the Custodian to work out a time schedule. This applies even if the Pastor of Smithwood Baptist Church is not officiating the ceremony.

_____ I understand that all fees are due to the Church Office no later than 2 months prior to the Wedding / Reception. Checks are to be made payable to Smithwood Baptist Church. A schedule of fees is included in the "Wedding / Reception Policy" and it is the responsibility of the Wedding Party to submit all the fees to the Church.

My initials above and my dated signature below indicates that I have read and understand the above stated Agreement and that I am willing to abide by the Church's "Wedding / Reception Policy" and Florist Policy.

Signed: _____

Dated: _____

Print: _____

Below is for Trustee/wedding liaison approval of weddings and is required to be signed prior to wedding date being placed on the Church's Calendar.

Signed: _____

Dated: _____

Print: _____

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Wedding / Reception Policy

A Wedding is a sacred occasion at which a man and a woman reaffirm their relationship to God and, through Him, pledge their love to each other.

To be meaningful and memorable for you, your families and your friends, careful concern and planning are necessary as you come before God to take your vows that will link your lives together. We at Smithwood Baptist Church want your Wedding to be a time of genuine worship. Wedding guidelines are established by the church to help in planning and coordinating the use of our facilities and to assure the best possible ministry to those being married. Weddings in our church are limited to members and their immediate families: sons, daughters, brothers, sisters, and parents of church members, unless otherwise approved by the trustees. If a non-member or inactive member exception is granted, a non-refundable facility usage fee of \$700.00 will be required. All active members will be charged a non-refundable \$300 usage fee.

When you ask to be married at the facilities of Smithwood Baptist Church you are asking for the approval and blessing of the church on your marriage. We are delighted that you have chosen our church as the setting for your covenant of marriage. We trust that this is more than merely a church Wedding and that you are establishing a home where Jesus will always be an honored guest. This only comes if the hearts and lives of the people have been committed to and transformed by Jesus Christ. His presence makes the difference both now and in the years to come as the oneness of marriage comes under His leadership.

Christian Marriage is:

1. Honorable: Hebrews 13:4
2. Commended: Proverbs 18:22
3. A solemn obligation: Genesis 2:24
4. A life-long commitment: Mark 10:9 / Romans 7:2 / I Corinthians 7:10
5. Given guidelines by God: Ephesians 5:22-33
6. Between two Christians: II Corinthians 6:14

See the Pastor well in advance of your Wedding (four months) to determine if he and the church are available. Most of the time the minister wants several conferences with the bride and groom to guide them to a good start in their married life. Feel free to talk over any part of the Wedding ceremony with him. **A \$500.00 refundable deposit is required to schedule any Wedding.** The refunding of this deposit is based upon adhering to all the Church's policies, upon no damage occurring to the Church property, and that all Church property is accounted for after the Wedding and Reception. The Wedding Party shall be responsible for any and all damages caused by the Wedding Guests. An additional \$700 non-refundable usage fee will be required of all approved non-member and inactive SBC members. (An active member is considered someone who has attended Smithwood worship services at least 75% of the current calendar year prior to the set wedding date.) Active members will be charged a non-refundable \$300 usage fee.

The Minister:

The Pastor or staff ministers will be involved in all Weddings, regardless of who is officiating. Therefore, the applicant should contact the Pastor personally. Ministers other than Smithwood staff may be invited to share in the Wedding with the prior approval of the Pastor. The honorarium to the officiating minister is handled directly with that minister.

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Setting the Date:

Careful planning is necessary for ALL Weddings. You will want to plan at least four or more months in advance so that the use of the church space can be arranged without conflict and to provide time for counseling.

DO NOT PUBLICLY announce a definite date for your Wedding until it has been cleared on the Church's Calendar and with the Pastor. Since there are many events going on at the Church building, this will help to avoid conflicts and embarrassment.

To establish a date for a Wedding, contact the Pastor. The Church Secretary will provide a copy of the "Wedding / Reception Policy", including the necessary forms to be completed and the list of costs. When the "Wedding / Reception Request Form" is completed and received, the date will be placed on the Church's Calendar. If the time of the Wedding is later altered without consultation with the minister and the Church, the applicant cannot be assured that the Wedding will take place at the new date or time.

The Church Secretary in the Church Office keeps the Church's Calendar. The Church building is not reserved for you until your Wedding date and time have been approved by the liaison and the \$500 deposit received and listed on the Church's Calendar. If there is a conflict in scheduling, the Church will work with you in trying to get as near as possible to the date you want.

There will be no Wedding / Reception in the month of December of any year unless the Wedding party wants to use the Christmas decorations already in place. No weddings will be scheduled the weekend of the adult choir Christmas program. Decorations of the Church at Christmas, which are usually done on Saturdays, cannot be delayed by a Wedding / Reception. If used, the Christmas Candle "fillers" in all of the Sanctuary windows shall be replaced immediately following the Wedding / Reception (the same day) by and at the expense of the Wedding Party. "Fillers" may be obtained from Cokesbury Christian Book Store.

There will be no Wedding / Reception the day before Easter (Saturday). Church programming is always given priority in the use of the facility.

Wedding Music:

It is of foremost importance to keep in mind that a Christian Wedding is a sacred worship service and should be centered in the Christian faith. The music must honor God and contribute to the solemnity of the occasion.

The Pastor will be glad to discuss appropriate selections with you. He can also recommend soloists and instrumentalists. Because of the technical difficulty of playing a pipe organ, it would be wise to consider this in the selection of your accompanist. The Minister of Music must approve all plans in this matter. The Church's current Organist shall approve all plans associated with the use of the Church's organ.

Decorations:

Our Sanctuary lends itself to most any degree of formality. The degree of formality is the personal decision of the Bride. It does not take elaborate decorations to have a beautiful Wedding at Smithwood Baptist Church. It lends itself well to a beautiful environment to match the solemnity and sacredness of the occasion.

It is the responsibility of the Bride's family to arrange with the florist for decorations. The florist must check with the Church Office regarding decorations. A separate form is provided, titled "Florist and Decorating Policy". This form should be reviewed with your florist, signed, and one copy returned to the Church Office before the Wedding / Reception. If the Cobble Room is used, existing decorations are to remain in place.

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Use of the Sanctuary:

The following guidelines must be observed in the use of the Sanctuary:

1. The hymnbooks and offering envelopes are NOT to be removed from the pew.
2. Chairs may not be removed from the choir loft, nor can the organ or piano be moved.
3. Only Chase (metal covered) candles are to be used in decorations.
4. **Adequate floor and Choir chair coverings MUST be used under each candle stand, including the Unity Candle, to prevent accidental spillage of wax on the carpeted areas and fabric chairs. NO EXCEPTIONS! There is no completely satisfactory process to remove wax from a carpet, therefore we ask you to use extreme care in protecting the carpeted areas. NON COMPLIANCE WILL RESULT IN THE DEPOSIT NOT BEING RETURNED.**
5. We expect you to be extremely careful when decorating the furniture, woodwork and musical instruments. DO NOT use any metal pins, nails, glue, clips, or adhesive fasteners which would tend to scratch or disfigure the furnishings. Many florists use felt type fasteners, which will adequately hold floral decorations to the pews. We require this type of fastener. There are to be no decorations affixed to organ pipes or casement.
6. The floral decorations and equipment are to be removed immediately after the service, except when the bride wishes to leave the flowers for the next worship service. In which case, our custodian will work with you to arrange the flowers according to our floral program in the sanctuary. If the flowers are to remain, please notify the custodian in advance.
7. The Church will be available for decorating 4 hours prior to the Wedding service. If more time is needed, please consult the Trustees.
8. The Reception must be over no later than 2-1/2 hours after the Wedding.
9. No food or drinks are allowed in the Sanctuary.

Due to the fact that the Wedding and Reception are being held on Church property and because of the insurance requirements, the consumption of alcohol, illegal drugs, and the use of tobacco in any **form will not be permitted**. No Wedding rehearsal or Wedding will be performed if any member of the Wedding party is under the influence of drugs or alcohol. THE BRIDE AND GROOM ARE EXPECTED TO SEE THAT ALL MEMBERS OF THE WEDDING PARTY KEEP ALCOHOLIC BEVERAGES, DRUGS, AND TOBACCO OUT OF THE CHURCH. The NO SMOKING rule applies to those decorating and/or participating in the rehearsal as well as those attending.

The Custodian will set up tables and chairs for Reception and set up the Sanctuary as needed. It is the responsibility of the wedding party to meet with the custodian for setup of all weddings/receptions.

Dressing Rooms:

The facility is such that the Bride and her party may dress at the Church. A like courtesy will also be extended to the Groom and his attendants upon request. Mirrors and other equipment are not to be moved from room to room.

Please have all the attendants as well as the Bride's party bring overnight bags or suitable cases in which to put clothes, make-up, etc. The Church is not responsible for articles left in the dressing rooms.

All personal belongings are to be removed within 2-1/2 hours after the ceremony. Any articles left after that time may be picked up at the Church Office during regular office hours.

Liability:

The Church is not liable or responsible for personal items or money belonging to the Wedding party. The Bride should caution her attendants accordingly. Furthermore, any damage caused by decorators, florists, photographers, or any others must be repaired to the satisfaction of the Trustees.

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Borrowed or Rented Articles:

Arrangements must be made for the prompt return of borrowed or rented articles after the Wedding / Reception. While every reasonable effort is made to ensure their safety, the Church cannot be responsible for these items.

Sound:

The Church's sound system will only be available when you obtain the services of one of the Church's Sound Technicians. The Wedding party is responsible for checking with the Church to secure a person to operate the sound system. Arrangements for this service should be made no later than two weeks in advance. Please contact the Church Office to find out the Technician to call.

Pictures:

Wedding pictures are treasured mementos, but the sacredness of the Wedding service must not be disturbed by the activity of the professional photographers, guests, or video operators at the Wedding. Time exposures may be made during the service from the area of the back row. Photographers are asked not to move around during the service. Flash cameras may not be used after the picture is made of the bride, entering until the time for the exit picture of the bride (and then only from the rear of the Sanctuary.) The Wedding party is responsible for informing the photographer and guests of this policy. Any picture may be posed after the ceremony.

Catering and the Reception:

Arrangements must be made in advance, with the Food Services Committee, for use of the Kitchen and related Reception furnishings. Arrangements should also be made with the Custodian to allow the caterer access to the building.

It is the responsibility of the caterer and the bridal party to leave the Kitchen cleaned and orderly. This includes washing all dishes, cups, pots, pans, etc. Use of the dishwasher must be secured from the Food Services Committee. These guidelines apply to both the Rehearsal Dinner and Wedding Reception.

Departure:

Confetti or rice is not to be used in or outside the buildings. Birdseed may be thrown outside the building. Since there is a tendency to spill, please do not pass out the birdseed inside the building.

Wedding / Reception Fees:

In planning your Wedding / Reception expenses, remember that the time spent by the Custodian, Musicians, and any other Church Personnel is not a part of their regular work schedule, and it usually requires two evenings (rehearsal and Wedding). With exception to the Pastor's honorarium, all fees for Church Personnel must be received in the Church Office 10 days prior to the Wedding / Reception. See the attached "Event Fee Worksheet".

Checks for the Wedding / Reception cost should be made payable to Smithwood Baptist Church and the Church will pay the personnel used. We do this for tax purposes. The words "Wedding / Reception Fee" for (name of the Bride and Groom and date of the Wedding) should be on the bottom of the check.

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Musician, Sound Technician, and Soloist Fees:

The Fees for the Musician, Sound Technician, and Soloist services are to be paid by the Wedding Party.

It is most important to keep in mind that a Church Wedding is a service of the Church, and the music should be in keeping with the reverence that it's observed upon entering the House of the Lord. The Minister of Music is available to assist with the music planning. If outside Musicians are used, they or the bride should notify the Minister of Music. Arrangements for the use of the Organ must be made with and approved by the Minister of Music.

1. When the Church Organist and/or Pianist play for a Wedding, his/her gratuity must be negotiated with him/her. The suggested minimum is \$125.00 per Musician. **This will be paid directly to Smithwood Baptist Church in advance** (checks are to be made payable to Smithwood Baptist Church).
2. When the Church sound system is used, a Church Sound Technician must be present. His/her gratuity is \$175.00. **This will be paid directly to Smithwood Baptist Church in advance** (checks are to be made payable to Smithwood Baptist Church). The Technician will handle all arrangements for the placement of microphones and other sound equipment. Technicians' names and telephone numbers may be obtained from the Church Office, but it is the bride's or groom's responsibility to make the arrangements with the Technician.
3. When a Soloist sings for a wedding, his/her gratuity must be negotiated with him/her. The suggested minimum is \$175 per musician.