

## **HARDIN BAPTIST CHURCH WEDDING GUIDELINES**

*We are happy that you and your future spouse have decided to use the Hardin Baptist Church facilities for your wedding. Weddings are a special time of worship & celebration!*

*We have wonderful state of the art facilities that are available to our **members and regular attendees.***

The Following Facilities are available:

- **641 SANCTUARY** – The sanctuary has the seating capacity of approximately 750-800 people. The stage is 70' wide 40' deep with full steps across entire front. The sanctuary is also equipped with state of the art technology. We have a concert quality sound system, theatrical lighting system, presentation video production system, and video recording capability.
- **641 FOYER** – The foyer can be used for receptions seating up to 160 people. Table and chairs are available from the church for use in the foyer. It has a small kitchen area available for the preparation of serving refreshments.
- **GYMNASIUM** – Located at the downtown location, the gymnasium is approximately 1500 square feet with the capacity to seat 150-250 (depending on what size tables are used). It has a full kitchen, with convection ovens, available for the preparation of serving meals or refreshments.
- **OUTDOOR PAVILION** – Located in the bottom field at our 641 location. The pavilion can be used for seating up to 300 people. Tables and chairs are available from the church. It has a small kitchen area available for the preparation of serving refreshments.

# HARDIN BAPTIST CHURCH

## WEDDING GUIDELINES (cont.)

### WEDDING APPLICATION AND FEES:

These fees are not for the church to profit from allowing members and attendees to use the facilities. They are put in place to provide compensation for the proper staff to support the wedding party during this special time.

### Custodial Fees:

- 641 Facility or Pavilion – Our gift to you. (To book the pavilion or gym in addition to the 641 facility, there is a \$100 custodial fee)

### Sound/Media Technician Fees:

- Sound Technician - \$100 (required)
- Media Technician - \$50 (other than sound)  
*\*This includes any special lighting, media presentation on projectors, and a one camera video recording of wedding.*
- ***Wedding applications must be completed and submitted to the church office no later than 2 weeks after receiving.***
- At that time, verification of wedding fees and understanding of guidelines will be confirmed.
- Dates are only secured after deposit of one-half of wedding fee is received in the church office.
- The remaining balance is due in the church office no later than 2 weeks before your wedding date.
- If you want one of our pastoral staff members to officiate your ceremony, you are responsible for contacting the church office to ensure availability; 270-437-4868.
- **A key and/or building access code will not be given until the balance is paid in full.**
- **If you are using the Family Life Center/Gymnasium downtown, please be aware that this building does have a security alarm system. You must be out of the building no later than 9:45pm and enter no earlier than 7:15am. The alarm is set to arm & disarm automatically.**

HARDIN BAPTIST CHURCH

## WEDDING GUIDELINES (cont.)

***Please Note: A walk-through of our facilities is required before your event. Please contact Traci Gibson at 270-227-1325 to schedule. You may schedule this anytime before your event; however, we ask that you do have this completed no later than two weeks prior to your wedding date.***

***Sound: Please contact Nick Burroughs no later than two weeks prior to your wedding date to inform him of music/sound/video needs for your wedding. He can be reached at 270-978-0254.***

### **Please check that you have read and agree to the checklist:**

- Decorating** is an important part of this special day, and we understand the importance of it to the wedding party. However, we do require the following:
  - If candles are used, they must be enclosed in a holder/vase to prevent wax from dripping onto the floors. We have glass bobèches available for you to use if desired.
  - Flower Petals (that are dropped down the aisle) are to be artificial
  - RICE and BIRD SEED are not to be used inside or underneath canopies located at our facilities.
  
- Supplies:** *All of our supplies (tables, chairs, linens, etc. are stored in the room beside the stage). You are welcome to visit this room and use any of these supplies for your wedding. Please remember that you are responsible for making sure all supplies are returned to this room immediately after your event.*
  
- No alcohol or smoking will be allowed in our facilities.
  
- The wedding party is responsible for removal and the replacement of all furniture for ceremony and /or reception.
  
- It is not an option for any of the stage equipment or musical instruments to be removed; however, we have custom built movable panels to hide the equipment. **The white panels and the stage runway must be removed by a church staff member (there is no extra charge for this).**
  
- You are welcome to use any of our classrooms upstairs and/or downstairs as you and your wedding party to get ready for the ceremony. You may take drinks and snacks in these rooms; however these rooms are not to be used for a 'sit down' meal. We have a large foyer that you are welcome to use for that purpose.
  
- The wedding party shall be responsible for an intermediate cleaning of facilities immediately after the event (picking up large items on floor, removing flowers, and all decorations, etc.). Any items not removed will be placed outside of the back door for pickup. This will allow the church staff to close the building to complete a comprehensive cleaning of the facilities.
  
- The wedding party is responsible for turning out all lights and locking all doors.
  
- The wedding party using the facilities will be responsible for any damages incurred to the facilities or grounds.

- There are times when the building (foyer/sanctuary/stage) is specifically set up for a church event (sermon series décor, booths in foyer, etc.). We wish to be as accommodating as we can; however, there is no guarantee certain items will be taken down or rearranged for the wedding. We will work with you the best we can.

## Hardin Baptist Church Wedding Application

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will you be using the 641 Foyer for your rehearsal dinner and/or reception?

- Rehearsal Dinner in Foyer       Reception in Foyer       Using Foyer for both

**FACILITIES REQUESTED:**    New Sanctuary

- Foyer       Gymnasium

### **WEDDING PARTY:**

Bride: \_\_\_\_\_

*Print Name*

- Church Member    Church Regular Attendee

Groom: \_\_\_\_\_

*Print Name*

- Church Member    Church Regular Attendee

If neither bride nor the groom are church members or regular attendees, please name the parent(s) who are hosting the wedding:

Parent(s) Name: \_\_\_\_\_

*Print Name*

Parent of:    Bride    Groom

- Church Member    Church Regular Attendee

### **SUPPORT STAFF NEEDED:**

- Sound Technician (required if using either sanctuary, see guidelines)
- Media Technician (Special Lighting, Media Presentation, Video Recording)

# Hardin Baptist Church Wedding Fee Worksheet

- FACILITIES USING:**
- 641 Sanctuary
  - 641 Foyer
  - Gymnasium (anytime)

- STAFF NEEDED:**
- Sound Technician (**required** for Sanctuary use)      \$100.00
  - Media Technician (optional)      \$50.00

**TOTAL FEES TO CHURCH** \_\_\_\_\_

### **READ, SIGN & DATE:**

- We have seen, read, and agree to the wedding guidelines as presented with this application (Please sign and return a copy of guidelines with this application).
- We have read and agree with the Hardin Baptist Church Confession of Faith.
- We have completed Wedding Fee Worksheet as we believe it to be applicable to our event. (Please sign and return a copy of Wedding Fee worksheet with this application).

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

**\*After completing this application, please return it to the church office.\***

PO Box 35, Hardin, KY 42048  
218 College Street, Hardin, KY 42048

Office Hours:  
Monday, Tuesday, Thursday & Friday: 8am-4pm  
Wednesday: 8am-6pm (June & July: 8am-4pm)

## **HBC Wedding Guidelines Music Selection**

At Hardin Baptist Church, a wedding is considered a worship service. All music you select for your wedding service will need to be pre-approved by our Music Minister, Matt Sullivan.

As you select the music for your wedding, please keep the following guidelines in mind:

1. Songs may not reference any physical contact (pre-marital activities).
2. Music may not reference alcohol, tobacco or drugs.
3. Music may not reference bars.

### **Suggested Music:**

*I Will Be Here* (Steven Curtis Chapman)  
*Household of Faith* (Steve Green)  
*Bind us Together* (Bob Gillman)  
*The Prayer* (Celine Dion & Josh Groban)  
*The Wedding Song* (Paul Stookey)  
*The Day Before You* (Matthew West)  
*Unfailing Love* (Jimmy Needham)  
*What I Really Want to Say* (Steven Curtis Chapman)  
*Love is not a Fight* (Warren Barfield)  
*When God Made You* (Natalie Grant & Newsong)

Please email your music selection list to [mattsullivan@hardinbaptist.org](mailto:mattsullivan@hardinbaptist.org) no later than one month prior to your ceremony.

Rev. 10/17