

I/We have read this document, and I am/we are signing it freely. I/We understand the legal consequences of signing this document, including (a) releasing CEBC from all liability, (b) waiving my right to sue CEBC, (c) and assuming all risks of participating in this Activity or any events incidental to this Activity.



Wedding Party:

Printed Future Bride Name: \_\_\_\_\_

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

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Printed Future Groom Name: \_\_\_\_\_

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

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Future Bride  
signature: \_\_\_\_\_

Date

Future Groom  
signature: \_\_\_\_\_

Date

\*\*\*\*\*

Wedding Liaison signature: \_\_\_\_\_

Date

## WEDDINGS & VOW RENEWALS CONDITIONS AND CONTRACT

revised Aug 2023



Thank you for choosing Calvary Evangelical Baptist Church (CEBC) to conduct your wedding ceremony in a holy place and performed by an ordained preacher of the Gospel of Jesus Christ.

### Costs

Members and non-members are welcomed to use the facilities with an associated upfront cost.

	<u>*Members</u>	<u>Non-members</u>
Sanctuary/Bride & Groom Rooms	\$700 (covers Pastor, music, media, and Liaison)	\$1000
Reception in Fellowship Hall Limited to 4hrs after the end of wedding ceremony	\$150	\$300
Reception in church foyer	\$75	\$150
Changes in floor design in sanctuary/classroom/etc.	\$0	\$50

*\*Members in Good Standing are defined in CEBC's Bylaws Article I, Section 3.*

### Officiating Clergy

The officiating clergy will be CEBC's Senior Pastor or designee. If the wedding party desires a different officiator, this person would require approval by the Senior Pastor in accordance with *CEBC's Constitution Article III, Section 1 (Doctrinal Statement) and Section 2 (Church Covenant)*. The Senior Pastor's Administrative Assistant requires the marriage license no later than one week prior to the wedding ceremony date.

### Music/Media

All music (live or recorded) will be subject for advanced approval by CEBC's Wedding Liaison. Be timely in your selection. CEBC's media team can broadcast your ceremony via Facebook but they are not a professional video service. If you desire professional photos and/or video, please hire a professional person or team to capture your special day. Any programs are the responsibility of the wedding party and must use an outside company for printing.

### Reception (if applicable)

Any food handling that is prepared or served (except for refreshments) will be conducted by a outside professional catering company. Approval is with CEBC's Wedding Liaison who will coordinate with CEBC's Food Services Coordinator.

### Read Carefully: Responsibility Statement and Liability Disclaimer

*Calvary Evangelical Baptist Church (CEBC), located at 205 Gust Lane, Portsmouth VA 23701, seek to provide an at-cost wedding venue defined above to include space, equipment, and other wedding ceremony services. We do not assume responsibility, directly or indirectly, for any loss, damage, or injury to property or person in connection with such services. The wedding party and their guest agrees not to hold CEBC, the Senior Pastor, employees, agents and members liable, in the absence of their own gross negligence, for any loss or injury, expense or damage that results directly or indirectly from any act or omission to any person or firm that is to, or does provide, goods or services in connection with the trip, or any available optional excursion. CEBC is not responsible for any negligent or willful act, or failure to act, of any such person or entity, or of any other third party not under their control. CEBC shall not be held liable for direct, indirect, consequential or incidental damage; injury, loss, or damage to person or property, illness, death, delay, inconvenience or irregularity of any kind occasioned by or resulting from any act or omission beyond its control, including, but not limited to, any willful or negligent act, failure to act or breach of contract of any third party, acts of God, force majeure, acts of war or civil unrest, acts of government, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind or the threat thereof, climate conditions, epidemics or the threat thereof, sanitation problems, including, without limitation, risks associated with food or impure water, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, stolen, lost, or misplaced property, theft or break-ins into vehicles, or for any other action or omissions of third parties, or conditions beyond the control of CEBC. CEBC reserve the right, without penalty, to make changes in the program whenever, in their judgment, conditions warrant, or if they deem it necessary if the program directly contradicts the 2017 Constitution and Bylaws of Calvary Evangelical Baptist Church.*



### CEBC's Wedding Liaison: Initial Consultation

Your wedding dates and plans should be immediately discussed with CEBC's Wedding Liaison. The Liaison will assist with the initial thoughts, plans, and ideas of the wedding ceremony and if applicable, the reception. However, the Wedding Liaison is neither your wedding coordinator, planner nor decorator. The Wedding Liaison will give initial advisement of the procedures here at CEBC. The functions of wedding coordinator, planner and decorator are the responsibility of the wedding party.

*Note: A deposit of \$100 shall be received by the Wedding Liaison at the signing of the contract. The remaining balance is due 15 days prior to wedding date, or the contract is cancelled without refund of initial deposit.*

Wedding Planner: Schedules and attends all vendor meetings, helps determine and manage your budgets, coordinates hotel rooms and transportation, oversees everything on the wedding day.

Wedding Coordinator: Meets with you 4-8 weeks before the wedding, reviews signed contracts and confirms logistics, completes a final walk-through, and manages the rehearsal.

Wedding Decorator: Approx. 40hrs of work. Creates wedding design concept, provides color palette, oversees décor budget (florist, rentals, lighting, stationery), props, equipment, layout, set-up and break-down of decorations.

## Decorations

No stationary equipment (i.e., piano, drums, keyboard, speakers) will be moved for the decoration of the sanctuary for the ceremony. The layout of the sanctuary's podium, chairs and/or tables will be returned to original position on completion of ceremony. No tacks, nails, or screws or any other decorating aids that would damage church property will be used. No rice or confetti (placed or thrown) inside or outside of CEBC. No live fire inside or outside of CEBC. Extra tables and chairs can be used from CEBC but all decorations (i.e., tablecloths, center pieces, flowers, lighting, isle runner, etc.) is the responsibility of the wedding party. Check with CEBC's Wedding Liaison for approval.

## Rehearsal

Wedding rehearsals are reserved for the rehearsal of the ceremony and not for the decoration of the sanctuary. The rehearsal will be limited to no more than two hours. It can be scheduled one or two nights prior to the ceremony. The decorating team is authorized to decorate the sanctuary while the rehearsal is being conducted but the wedding party participants will be separate from the decorating team. Your wedding coordinator and/or decorator need to have this plan for action. No rehearsal dinners in the sanctuary or fellowship hall. However, refreshments are allowed while decorating or setting-up in either location.

