

Wedding Reception Guidelines/Contract For use of Friendship Hall at

Broadway Baptist Church (rev 10/2014)

1. All wedding receptions are to be scheduled with the facilities manager. They require a separate contract and separate payment. Please call the church office at 895-2459.
2. Receptions may not be scheduled between the second weekend in December and the first weekend in January, or during the nine days before Easter, or on Holidays.
3. Maximum Capacity: -- 200 people (with tables and chairs) and a small serving line
4. Rental Costs:

a). -- \$3 per person (maximum charge \$500)	<u>Worksheet:</u> \$ (People x \$3)
b). -- \$.50 per person china/flatware/glasses fee	\$ (People x \$.50)
c). -- Custodial fees @ \$35/hour (6 hour minimum)	\$ (Hours x \$35)
e). -- \$500 refundable deposit fee	\$ 500
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	Total \$
5. To hold the reception date on the church calendar, you will need to complete a Reception Guidelines/Contract and pay the full rental costs up front **as itemized above**. The \$500 deposit will be returned to you after the event, assuming all rules are followed and there is no damage to church property. **In the event of cancellation, all fees are refundable unless the reception is cancelled within 30 days of the contract date.**
6. Please ask permission from the custodian or facilities manager before placing or removing any decorations.
7. Birdseed, confetti, or bubbles may be thrown outside of the building. Rice may not be used at all.
8. **Alcohol is not permitted** on church property.
9. Smoking, or use of any substance, is not permitted on church property.
10. Catering arrangements are to be made privately through Gracious Plenty, Broadway Baptist Church's exclusive caterer (618-4755).
11. Parties must provide their own table linens or arrange with the caterer.

12. DJ's must bring their own sound equipment. Friendship Hall audio/video equipment not available.

13. Music to be played during the reception must not include explicit or suggestive lyrics.

14. All parties must be off the premises by 11 pm to comply with regulations set by the City of Druid Hills. Failure to meet this requirement will result in forfeiture of deposit and the party will be held responsible for any possible fines levied by the City.

I have read, understand and acknowledge all conditions of the Reception Guidelines for use of Friendship Hall at Broadway Baptist Church. I also understand that failure to abide by these conditions will result in my losing my \$500 deposit. Additionally, I understand that if damage from my reception exceeds the amount of my deposit, I will be responsible for these damages.

_____ date_____	_____ date_____
Bride	Groom

_____	_____
Printed Name	Printed Name

_____	_____
Broadway Baptist Church Personnel	Date