

# Eastland baptist church

## Wedding Rental Contract

**Rev. Brandon H. Rich, Director of Weddings & Rentals**

<b>Venue:</b>	<b>Rental Office:</b>	<b>Contact Information:</b>
Eastland Baptist Church	Belmont Mansion, Suite 101	Phone 615.305.2021
1215 Gallatin Avenue	1900 Belmont Boulevard	Fax 615.346.0157
Nashville, TN 37206	Nashville, TN 37212	Email <a href="mailto:Brandon@RichEvents.org">Brandon@RichEvents.org</a>
		Web <a href="http://www.RichEvents.org">www.RichEvents.org</a>

**All meetings at the church or the rental office must be scheduled in advance with Rev. Rich.**

### Rental Spaces

#### **The Sanctuary**

The primary space available for weddings is the sanctuary.

#### **The Front Foyer**

The primary entry point for wedding ceremonies is the Front Foyer of the church which faces Gallatin Avenue. A table can be provided for a guest book and another for gifts, upon request.

#### **Changing Spaces**

Separate spaces are available for the bride and bridesmaids as well as the groom and groomsmen to change clothes prior to the wedding ceremony or bridal photo session.

#### **Fellowship Hall & Kitchen**

Florists or other vendors may make use of the kitchen and adjacent fellowship hall for event staging. The bridal party may also use the kitchen for storage of snacks and beverages. Please note that Eastland Baptist Church does not rent its facilities for receptions or rehearsal dinners.

### Church Weddings & Rentals Staff

The Eastland Baptist Church Director of Weddings & Rentals is the sole liaison between the church and the bridal party. The Director of Weddings & Rentals or a member of his event staff will be present to supervise the church facility and the church wedding staff during any bridal photo session, wedding rehearsal or ceremony. Further, the church wedding host and staff will set up any amenities provided by the church and answer basic questions about the facility. Please note that if you select a basic venue rental (without optional upgrades) you will need to appoint a paid or volunteer event coordinator to direct the bridal party with regard to planning issues and logistics at your rehearsal and ceremony. For a complete list of rules and regulations please see the document entitled Provisions and Guidelines for Wedding Vendors, which must be signed by the rental client and each vendor providing services on church property. The church sound technician must be present at rehearsal and ceremony if the bridal party plans to utilize the church sound system for recorded music.

### **Amenities**

The church has several amenities available for Traditional Wedding Ceremony bookings at no additional cost. These items include gift book table and guest registration table in the Front Foyer, use of the sanctuary grand piano and pipe organ, use of church parking lot, use of lapel microphone for officiant, use of candelabras, bridal party changing spaces, and use of the church kitchen and fellowship hall for ceremony staging.

### **Upgrades**

#### **Wedding Coordination**

The Director of Weddings & Rentals can provide full coordination and direction of your ceremony personally or by way of one of his staff event coordinators. This includes basic advance planning, recommendation of preferred vendors, coordination of and communication with all wedding vendors and direction of the wedding rehearsal and ceremony. The charge for this upgrade is \$500.00

#### **Wedding Officiating Services**

The Director of Weddings & Rentals can provide wedding ceremony officiating services personally or by way of one of his associate ministers. The charge for this upgrade is \$300.00.

#### **Sound System**

The church sound technician can be secured for rehearsal and ceremony to set up microphones for readers and musicians and to play recorded music. Please note that any secular music to be played must be approved prior to the wedding. The charge for this upgrade is \$150.00.

### **Rental Time**

Traditional ceremonies have four (4) hours. Bridal photo sessions require a minimum of one (1) hour with further time in 30-minute increments. Wedding rehearsals have one (1) hour and will be scheduled by the Director of Weddings & Rentals one (1) month prior to the wedding in accordance with church availability. Elopement ceremonies have one (1) hour.

### **Steadfast Rules and Reminders**

1. All wedding ceremonies must be officiated by an ordained or licensed minister of the Christian faith who must be approved in advance by the Director of Weddings & Rentals. Please note that online or other non-traditional ordinations are not acceptable. Any couple unable to provide an acceptable officiant will be assigned an officiant by the Director of Weddings & Rentals. Ceremonies may not contain readings, symbols or anything else that is contrary to the Christian faith.
2. The Director of Weddings & Rentals must approve any organist not included on the church Preferred Vendor List. Other outside vendors are welcome, provided they sign the church Guidelines for Event Vendors Form. Please note that the Director of Weddings & Rentals reserves the right to refuse access to any outside vendor due to poor performance or other considerations required by the church. Rental clients must also sign the Guidelines for Event Vendors.
3. Only couples consisting of one man and one woman who have completed pre-marital counseling shall be permitted to marry at Eastland. The Director of Weddings & Rentals will approve counseling.

4. Musical selections may be religious or secular but must not contain profanity nor any suggestive or lewd lyrics. All secular musical selections must be submitted to the Director of Weddings & Rentals for review and approval including lyrics of any secular vocal selections.
5. No alcohol is allowed on Eastland Baptist Church property. Unruly guests including unsupervised children may be required to leave church property.
6. Smoking is prohibited inside the church. Anyone wishing to smoke must do so at the rear of the building on the south side of the parking lot away from the entrances. Smokers are required to clean up behind themselves.
7. Only bubbles, bells or real flower petals may be used upon bridal party exit and only outside the building.
9. No tape, nails, staples, tacks or other such devices may be used to affix decorations to any surfaces. Pew clips are acceptable if properly insulated to prevent scuff marks. Only dripless candles may be used or votive candles in glass containers.
10. Any signs, banners, draperies, temporary structures or anything else not listed in this contract must be presented to the Director of Weddings & Rentals for consideration no less than one month prior to a scheduled wedding. Please note that no décor may be allowed on church property without the approval of the Director of Weddings & Rentals.
11. Floral arrangements or other decorations may be prohibited if they pose a safety hazard or could cause damage to church property. Please consult with the Director of Weddings & Rentals or the Event Host for clarification. Eastland Baptist Church wedding staff has final authority in this and all such matters.
12. Only Eastland Baptist Church representatives may operate church sound equipment.
13. In the event that a wedding requires parking in excess of the one hundred thirty (130) available spaces on church property, the bridal party shall be required to hire a church-approved valet service.
14. Eastland Baptist Church reserves the right to refuse access to vendors based on poor performance or theological considerations.
15. Any and all items brought into the church facility by bridal party and guests (decorations, rental items, gifts, flowers, wedding attire, etc.) must be removed from the facility by the end of the contracted rental period on the wedding day. Floral or other decorations will not be accepted as donations to the church; they must be removed by the bridal party, florist or other party designated by the bride/rental client. Any exceptions must be approved by the Director of Weddings & Rentals.
16. The Director of Weddings & Rentals and his delegated event coordinator/event host has final authority in all matters and may prohibit anything deemed unsafe or inappropriate.

***Special Reminder:***

**All meetings at the church or the rental office must be scheduled in advance with Rev. Rich. There are no posted office hours for wedding meetings, so drop-in visits are not possible.**

### **Special Requests**

Any special requests that extend beyond provisions of this contract need to be presented to the Director of Weddings & Rentals for approval in advance of the event, preferably at the time of contact signing. If additional requests need to be made after the contract is signed, those requests need to be presented to the Director of Weddings & Rentals for approval no later than 24 hours prior to the rehearsal or event itself if there is no rehearsal. All last-minute requests must be presented to the Eastland Baptist Church Event Host for his or her approval. Please note that the Director and the Event Host have the final authority in such matters.

### **Service Personnel/Event Vendors**

All service personnel – florists or decorators, coordinators, musicians, photographers, outside officiants and videographers MUST receive, review, and agree to follow the rules spelled out in the Provisions and Guidelines for Event Vendors. The rental client must get the signature of such personnel on the Provisions and Guidelines for Event Vendors form, acknowledging they have received and intend to follow Eastland Baptist Church's Provisions and Guidelines. These forms must be signed by all vendors as well as the bride and groom and returned to the Director of Weddings & Rentals no later than one week prior to the event, except for outside officiants who must submit their form one month prior to the event.

### **Number of Guests**

#### **Wedding Ceremonies**

The main floor of the sanctuary can comfortably accommodate up to three hundred ninety (390) guests in pews. The combination of the three balconies can accommodate two hundred ninety four (294) total guests in theater seats.

#### **Bridal Photo Sessions**

Photo sessions are available only for bride and her assistant, photographer and two assistants.

#### **Parking Space**

A total of one hundred thirty (130) parking spaces are provided in the churches rear and side parking lots. This number includes handicapped spaces and may be reduced by church-owned vehicles.

### **Security Deposit**

Reservation dates are secured by the first deposit and contract received on a "first come, first served" basis. Your security deposit of \$300 books and holds your date. It does not apply toward the rental fee. It will be refunded to you after your event, provided no theft or damage occurred and all the rules of this contract were followed. The church may withhold a \$150 cleaning fee from the security deposit if the church facility is not returned to its pre-wedding state by the bridal party. Bridal Photo Sessions and Elopement Ceremonies do not require deposit.

### **Rental Fee/Payment**

Except for Elopement Ceremonies and Bridal Photo Sessions, the full rental fee is due thirty (30) days prior to your event. The deposit will NOT be applied to the rental fee. Payments submitted thirty (30) or more days in advance may be made by personal check or cash. Payments submitted on the day of a Bridal Photo Session or Elopement Ceremony must be submitted with cash, cashier's check or money order. The Director of Weddings & Rentals would have to approve the acceptance of a personal check in advance of an event. Eastland Baptist Church does not accept credit or debit card payments at this time.

### **Booking and Cancellation**

The deposit is non-refundable after signing the contract. Provided the church has an available date and the Director of Weddings & Rentals approves the change, you may be allowed to transfer to a different event date. Your signature indicates your acceptance of all regulations herein. If an event is canceled any time after the contract is signed, the deposit and any paid rental fees (minus \$100) will be refunded if, and only if, the church is able to re-book that date with a comparable event.

#### **To secure your date, the church must receive:**

1. This contract completed and signed.
2. Your security deposit of \$300, payable to Eastland Baptist Church. (Bridal Photo Sessions and Elopements do not require deposit.)
3. One week before the event, the church must receive the Provisions and Guidelines for Event Vendors form, signed by all personnel involved in event, except for outside officiants who must submit thirty days in advance of the wedding. Failure to follow guidelines and/or any requests of Eastland Baptist Church wedding staff may result in total forfeiture of renter's deposit. As signer of this contract, you are responsible for any damage or theft at replacement value. We reserve the right to retain all or part of the deposit

### **Package of Services**

#### **Bridal Photo Session \$100 Per Hour\***

Included in this package are the following provisions and restrictions:

1. Minimum of one (1) hour rental of the sanctuary with changing rooms. Outdoor photography is also acceptable.
2. Director of Weddings & Rentals or Event Host to supervise the session.
3. Session is limited to the bride, one assistant, photographer and his/her assistants.
4. Fee is due in full upon conclusion of session by cash or guaranteed check.

\*Pulpit and stage furnishings may be removed for an additional charge of \$100.00.

#### **Elopement Wedding Ceremony \$500.00\***

Included in this package are the following provisions and restrictions:

1. One (1) hour rental of the sanctuary with changing rooms, based on availability. No separate rehearsal time is allowed. Use of sound system is not permitted.
2. Director of Weddings & Rentals to officiate and supervise ceremony. Outside officiants may be permitted but the fee remains the same.
4. Bridal party, vendors and guests are limited to twenty (20) people.
5. No reception or any food or beverage is allowed.
6. Only the pulpit and altar table will be moved, upon request.
7. No deposit is required. Full fee is due prior to the start of the ceremony by cash or guaranteed check.

\*All stage furnishings, except the piano and organ console, may be removed for a \$100 fee.

**Traditional Wedding Ceremony \$1,200.00**

Included in the package are the following provisions and restrictions:

1. Four (4) Hour Rental of sanctuary, changing spaces and kitchen area; one (1) hour rehearsal (subject to availability) to be scheduled by Director of Weddings & Rentals.
2. Guest registry table and gift table (if needed) in front foyer
3. Dressing rooms for bride and groom
4. Use of sanctuary grand piano and pipe organ plus use of one lapel microphone for officiant
5. All stage and choir furniture will be removed except the piano and organ console.
6. All sanctuary seating available on main floor and all three balconies.
7. Deposit of \$300 is required with contract. Full fee with any upgrades due thirty (30) days prior to the wedding.

**Please check beside your package of service at Eastland Baptist Church\***

- Bridal Photo Session \$100 Per Hour
- Elopement Wedding Ceremony \$500.00
- Traditional Wedding Ceremony \$1,200.00

Bridal Photo Session \$100 per hour; one-hour minimum after which time is charged in thirty-minute Block. If selecting a Bridal Photo Session and a Wedding Ceremony, please make note of your preferred photo session time and date in the notes section of the contract. Please reserve the event time & date sections for your ceremony.

**The following are three optional upgrades.**

- Stage Furnishings Removal Fee \$100 (applicable to photo sessions and elopements)
- Sound System \$150.00 (Only available for Traditional Wedding Ceremony bookings)
- Wedding Officiating Services \$300.00
- Wedding Coordination \$500.00

**Planned number of Guests:** \_\_\_\_\_.

*We will request your updated guest count at your rehearsal (if held). Additionally, we will verify that all selected packages and any requests plus number of expected guests conform to the provisions and restrictions of this contract.*

While we want you to have a wonderful event in this beautiful setting, we have some rules that you may not experience at other rental facilities. In addition to you (the renter/client), everyone involved and attending your event will be required to follow the rules and the directions of the Director of Weddings & Rentals or Eastland Baptist Church Event Host. Please give serious consideration to our rules and regulations and to your desires, needs, and guests before committing to this contract. The client and /or responsible party agree to all provisions of this contract as indicated by signature.

The client/renter will return this completed and signed contract along with the security deposit check to the Director of Weddings & Rentals at the rental office address listed on the front page. All checks are to be made payable to Eastland Baptist Church. Please keep a full copy of the contract for future reference

Signature of Client \_\_\_\_\_ Date \_\_\_\_\_  
(Bride, Groom or other responsible party)

Signature of Church Representative \_\_\_\_\_ Date \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

**Client Contact Information**

Bride/Client: \_\_\_\_\_ Email: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

Groom/Client: \_\_\_\_\_ Email: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

Client's Event Coordinator/Planner: \_\_\_\_\_ (paid or volunteer)

Cell/Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Address to Return Deposit after Event:**

Refund Recipient: \_\_\_\_\_

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

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

Notes:

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**For Eastland Baptist Church office use only**

Total Amount of Fees Due (30 days prior) \_\_\_\_\_

Date Contract executed \_\_\_\_\_

Date Deposit Received \_\_\_\_\_

Personnel Forms received \_\_\_\_\_

Return Deposit to: \_\_\_\_\_

Payment received \_\_\_\_\_

Notes: \_\_\_\_\_

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