

Eastland Baptist Church

Provisions and Guidelines for Event Vendors

Rev. Brandon Rich, Wedding Coordinator
1215 Gallatin Road · Nashville, TN 37206 · www.RichEvents.org
Phone 615.305.2021 · Email Brandon@RichEvents.org · Fax 615.262.4724

This form must be received 1 week prior to the scheduled event date

- ◆ In the case a question arises that is not addressed here in these guidelines, the Eastland Baptist Church Wedding Coordinator and the Eastland Baptist Church Event Host have final authority.
- ◆ **Failure to follow guidelines and/or any request of the Eastland Baptist Church Wedding Coordinator and the Eastland Baptist Church Event Host may result in total forfeiture of renter's deposit; further, vendors may be refused access to the church for future events.**

Florists (or decorating personnel)

- ◆ **Florists (or the wedding party) are expected to inform the church of their plans in advance.**
- ◆ The church can provide ____ wrought-iron candelabras. You must request these items prior to the event.
- ◆ Florists may decorate sanctuary stage area, the staircase banisters, window sills, pews, and the exterior entrance walk. **The use of ladders is prohibited.**
- ◆ Arrangements, stands, ribbons, drapings, etc. are to be removed from the church facility and grounds immediately following the event.
- ◆ **Service personnel may arrive no sooner than two (2) hours prior to the scheduled ceremony start time.** Exterior decoration may be allowed prior to this time, but only with prior approval from the church wedding coordinator.
- ◆ Florists may NOT use nails, staples, tape, or tacks. We suggest the use of pipe cleaners to safely secure decorations to the banisters and/or candelabras and/or other items provided by the church.
- ◆ Florists must ensure that any decorative or floral items affixed to the staircase banisters are not wet.
- ◆ The use of extension cords to the outside is prohibited.
- ◆ Arrangements or other decorative items that contain water must not be tall/top-heavy.
- ◆ No decorations will be allowed that may be considered inappropriate in a house of Christian worship.

Eastland Baptist Church is first, and foremost, a house of worship. There are some rules that you may not encounter at other rental facilities. EVERYONE involved in a rental event is expected to follow the rules and requests of the church and its staff. Please give serious consideration to our rules and regulations before committing to an event in Eastland Baptist Church. You, the florist or decorating personnel, must sign the Provisions and Guidelines for Event Vendors form testifying you have received a copy of these guidelines and your intention to abide by them.

Florist (or decorating personnel)

Please print also.

Street Address

City

State

Zip

Business Phone

Cell Phone for Day of Event

Email Address

Client Name _____

Wedding Date _____

Eastland Baptist Church
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Client Name _____
Wedding Date _____

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Photographers & Videographers

- ◆ The wedding party must inform the Eastland Baptist Church Wedding Coordinator of all photographers/videographers involved in the event. The photography schedule must be discussed with the Eastland Baptist Church Wedding Coordinator in advance.
- ◆ **If you desire a pre-event showing, you must schedule an appointment.**
- ◆ **Anyone arriving prior to two (2) hours before the scheduled ceremony start time will not be permitted to enter.**
- ◆ Flash photography is acceptable before, during and after ceremonies and photo sessions.
- ◆ Tripods and free-standing lighting equipment may be used in the church facility.
- ◆ To protect the floor, electrical cords may NOT be taped to the floor or to any surface.
- ◆ Photographers and videographers must request permission to set-up interview locations or places for long-term equipment set-up.
- ◆ The Eastland Baptist Church Wedding Coordinator and Event Host have final authority in all matters and may refuse to allow anything that may be a hazard to the church or its guests, personnel or other vendors.

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You, the photographer/videographer, must sign the Provisions and Guidelines for Event Vendors form testifying that you have received a copy of these guidelines and your intention to abide by them.

Photographer _____ Please print also.

Street Address _____ City _____ State _____ Zip _____

Business Phone _____ Cell Phone for Day of Event _____ Email Address _____

Videographer _____ Please print also.

Street Address _____ City _____ State _____ Zip _____

Business Phone _____ Cell Phone for Day of Event _____ Email Address _____

**Eastland Baptist Church
Provisions and Guidelines for Vendors**

Client Name _____
Wedding Date _____

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Musicians and DJs

- ◆ **Anyone arriving prior to two (2) hours prior to the scheduled ceremony start time will not be permitted to enter.**
- ◆ The church allows religious and secular music but prohibits any music with lewd or suggestive lyrics. All secular or non-Christian music must be submitted to the church wedding coordinator for approval.
- ◆ Musicians playing large instruments (such as harps) must contact the Eastland Baptist Church Wedding Coordinator prior to the event regarding entrance by elevator
- ◆ The grand piano in the sanctuary is available to be played. The church tunes the piano regularly, but does not guarantee frequency. If you plan to have the piano tuned at your own expense, you must schedule that in advance with the church wedding coordinator.
- ◆ The pipe organ in the sanctuary is available to be played. The church wedding coordinator maintains a list of qualified and approved organists. Outside organists must be approved in advance by the church wedding coordinator.
- ◆ The church does not allow for advance music rehearsal time other than the two-hour span of time prior to the event. We do recommend inviting your musicians to the rehearsal.
- ◆ The church has a sound system that may be used for a \$150 fee, but is restricted to operation by church-approved technicians.
- ◆ A D.J. may be utilized and may bring his/her own equipment, but the set-up must be approved by the church wedding coordinator.
- ◆ Speakers and electrical equipment CANNOT be elevated any higher than 4 feet off the floor and should be clear of walkways. The church prefers that speakers be placed on the floor.
- ◆ Screens are permitted if they are no larger than 5 ft x 5 ft. The Eastland Baptist Church Wedding Coordinator must be informed in advance and it can only be set up where the church wedding coordinator or event host designates.
- ◆ DJs are expected to keep the volume at a moderate level.
- ◆ To protect the floor, electrical cords may NOT be taped to the floor

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You, the musicians/DJ, must sign the Provisions and Guidelines for Event Vendors form testifying that you have received a copy of these guidelines and your intention to abide by them.

Musicians/DJ

Please print also.

Street Address

City

State

Zip

Business Phone

Cell Phone for Day of Event

Email Address

**Eastland Baptist Church
Provisions and Guidelines for Vendors**

Client Name _____
Wedding Date _____

This must be received one (1) month prior to the scheduled event date to allow for the approval process.

Outside Officiants

- ◆ **Anyone arriving prior to two (2) hours prior to the scheduled ceremony start time will not be permitted to enter.**
- ◆ The Eastland Baptist Church Wedding Coordinator is the resident officiant for non-member weddings. In his absence he may appoint pre-approved officiants for weddings where an outside officiant has not been secured by the bridal party and approved by the church wedding coordinator.
- ◆ The Eastland Baptist Church Wedding Coordinator reserves the right to refuse access to outside officiants who do not meet church requirements.
- ◆ The church requires that all officiants be licensed or ordained ministers of the Christian faith, holding said ordination or licensure from recognized Christian congregations or Christian denominations. The church reserves the right to determine which ecclesiastical bodies it considers to be Christian.
- ◆ The church may require outside officiants to submit photo copies of their license or ordination certificate to the church wedding coordinator as part of the approval process.
- ◆ The church does not recognize ordination obtained online, via mail-order or by any other non-traditional means other than traditional local church or denominational license or ordination for a minister having the care of souls.
- ◆ In the case a question arises that is not addressed here in these guidelines, the Eastland Baptist Church Wedding Coordinator and the Eastland Baptist Church Event Host have final authority.
- ◆ **Failure to follow guidelines and/or any request of the Eastland Baptist Church Wedding Coordinator and the Eastland Baptist Church Event Host may result in total forfeiture of renter's deposit; further, vendors may be refused access to the church for future events.**

Signature of Outside Officiant

Signature of Church Wedding Coordinator
Officiant is Approved ____ Not Approved ____

Last Name

First Name

Street Address

City

State

Zip

Phone

Email Address

Current Church Membership

Please indicate if you are licensed, ordained, or both.

Church(s) or Denomination(s) that provided license and/or ordination

Academic theological study and/or degree(s) (college, bible college, divinity school, seminary, etc.)

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By signing this form, you acknowledge that you have received and read a copy of Eastland Baptist Church's event guidelines. You further pledge to notify all of your staff or assistants of these guidelines and you pledge to follow all rules and policies.

In the event that a certain function is not part of an event (such as a florist decorating or a wedding coordinator directing), no signature is required. However, the renter is required to read ALL the guidelines and sign.

Paid or Volunteer Designated Event/Wedding Coordinator
(Must read guidelines for all others)

Please print also.

Street Address

City

State

Zip

Business Phone

Cell Phone for Day of Event

Email Address

Signature of Bride/Groom or Client that all Regulations will be followed. Please print also.