

Zion Baptist Church, 125 West County St, Hampton, Virginia 23663
Office Number: 757-723-3442, Email: Church@zbczone.org

Zion Baptist Church
125 West County Street
Hampton, Virginia 23663

WEDDING AGREEMENT

Name _____

Address _____
(Street) (City) (State) (Zip)

Phone: _____ Date Requested for Wedding: _____

TERMS AND CONDITIONS

- The following fees must be paid in order for a non-member to have their wedding at Zion Baptist Church:

Fees

Pastor's Fee..... \$300.00
Church Fee.....\$1200.00
Video Edited..... \$700.00
Video Unedited..... \$300.00
Fellowship Hall..... \$300.00

(Only required if Fellowship Hall is requested)

Damage & Cleaning Deposit. \$100.00

(Check will be refunded within 15 days if there is no damage, destruction, or excessive uncleanness.)

***Payable to:**

Rev. Joshua N. King, Sr.
Zion Baptist Church
Zion Baptist Church
Zion Baptist Church
Zion Baptist Church

** A separate check or money order must be made payable to each participant listed above.*

- Whenever a couple is to be married at Zion, submitting to counseling is a requirement. All fees and the license are to be submitted at the counseling session.
- If the wedding is canceled within a ten day period following the counseling session (***all cancellations must be in writing***) there will be a full refund. After the ten day period, there will be NO REFUND.
- The church fee includes the sanctuary, custodian, sound and video technicians.
- If using the Fellowship Hall for the Wedding Reception or Rehearsal Dinner NO secular music or cooking allowed.
- The above fees constitute the total services being provided for this wedding ceremony.**

ACKNOWLEDGEMENT

By signing below, I certify that I have read and understand this agreement and will comply with its Terms and Conditions.

Printed Name

Signature

Date

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ZION BAPTIST CHURCH RENTAL AGREEMENT

This Rental Agreement is executed this ____ day of _____, 2016, by and between Zion Baptist Church, hereinafter called “ZBC,” and _____, herein after called “Renter” to lease the premises located at 125 West County Street Hampton, Virginia 23663, hereinafter called “Church Property”, for a wedding on _____ (date), from _____ (time) to _____ (time) , rehearsal on _____ (date), from _____ (time) to _____ (time), and a reception on _____ (date), from _____ (time) to _____ (time). \$1200.00 (Church Fee) \$300.00 / \$700.00 (Unedited/Edited Video Fee) \$300.00 (Fellowship Hall). Deposit: Half of the total: \$ _____ to be paid 60 days prior to wedding date. Balance: \$ _____ to be paid 30 days prior to wedding date. The Pastor’s fee for officiating the service for a non-church member is \$300.00. The Pastor’s fee is payable Two weeks prior to the wedding date. \$100 (Damage and Cleaning Deposit) to be submitted with the rental agreement. Members in good standing are exempt from all above fees except for the Damage and Cleaning Deposit and will receive one Unedited DVD or a reduced fee for one Edited DVD.

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. Lease of the Church Property entitles the Wedding Party to use the Sanctuary for a wedding. The Fellowship Hall is available if needed for a reception. Lease of the Sanctuary includes seating for up to five hundred and fifty persons, use of the existing Altar and use of the sound system and musical instruments in the Sanctuary. There will be absolutely no movement of Sanctuary Furniture, except the Communion Table and it shall be moved by the Deacons or Trustees of the ZBC. The Sanctuary can also be used for a rehearsal at a different date and time, so long as it is coordinated with ZBC thirty days prior to the wedding. Use of the Fellowship Hall includes use of the Chairs, foyer and “kitchen” as well as tables. The Fellowship Hall and the Setting Room is available in advance for additional decorations and set up, so long as it is coordinated with ZBC prior to the reception. It is understood that ZBC may have reason to use

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the Church Property during lease period but in no instance shall ZBC interfere with the wedding or the reception.

2. In consideration for the lease of Church Property for the event, renter shall make a 50% non-refundable, non-transferable deposit of the amount as stated above, which shall be submitted with this signed Rental Agreement. Events will not be booked without payment. Payment of the remaining rental fee balance as stated above is due 30 days prior to scheduled event. The rental fee less the deposits is refundable only if cancellation of the event occurs more than 30 days prior to date of the scheduled event. Either ZBC or Wedding Party may terminate this Agreement upon ten days written notice. If Wedding Party terminates this Agreement thereafter, the deposit shall be retained by ZBC. Certified checks are required when booking an event less than 14 days in advance. In the event payment is not received, as set forth herein, and no other arrangement is made with ZBC, ZBC shall cancel the reservation and retain the deposit with no liability or cost resulting to ZBC.

Checks are payable to Zion Baptist Church, 125 West County Street Hampton, Virginia 23663.

3. Renter shall also submit a damage and cleaning deposit in the amount of one hundred dollars (\$100.00) with the deposit and signed Rental Agreement. Within 15 days after the event, ZBC shall determine in good faith whether there has been any damage or destruction or of Church Property or the Church Property has been left in an excessively unclean condition, beyond normal wear and tear. If there is no such damage, destruction or excessive uncleanness, the check will be refunded.

4. ZBC will provide the services of a ZBC Minister to perform the ceremony. Additionally, a ZBC representative will be available at all times during the rehearsal, wedding and reception to assist with the Sanctuary sound system and use of Church Property.

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5. A valid Virginia marriage license must be provided to ZBC by the Wedding Party in order for there to be a legally binding wedding. ZBC will not perform “marriages” without a marriage license with no representation or warranty as to the legal ramifications or validity of the service. For information on marriage licenses call the Hampton Clerk of Courts at 757-727-6105.

6. Rental of the Church Property is conditioned upon acceptance of the following terms and conditions: ***No Alcohol is permitted on Church grounds. No food or beverages are permitted in the Sanctuary.*** No photographs are to be taken by guests during the nuptial ceremony. Please advise them of such. The photographer can coordinate with the Minister. The Sanctuary and Entry Foyer will be decorated for Christmas in December. These decorations will remain in place for events that take place during this time. No more than five hundred and fifty attendants may be allowed at any time on Church Property and ZBC can accommodate no more than seventy-five attendants for a sit down meal. Use of the drums and electric keyboard, organ and sound system is included. However, the drums and electric keyboard may not be moved and the sound system in the Sanctuary must be operated by ZBC at no cost to the renter, ZBC can provide fifteen rectangular tables and eighty chairs. Renter shall be responsible for set up and take down of tables and chairs. Church furniture, other than the above mentioned tables and chairs, is not to be rearranged without prior notice and consent by ZBC. The use of glue, tacks, tape, staples or nails is not permitted inside or outside the Church Property. Birdseed may be thrown outside the church. No other rice, confetti or fresh flowers may be scattered on the carpet. Smoking is not permitted within the building. If the “Kitchen” is used for food preparation, it shall be left clean and/or in the same condition as it was found. The renters group shall immediately disperse from the Church Property if ZBC determines the reception has gone over the rental time, become unruly, excessively loud, illegal or dangerous. ZBC shall give one warning and if the situation is not corrected it is understood ZBC may immediately ask the

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Wedding Party to vacate the Church Property and/or call the Hampton Police Department to enforce vacating of the Church Property.

7. Any persons or entities employed by Wedding Party or renter shall maintain Workers' Compensation insurance for the benefit of his/her employees, and further shall maintain adequate liability and property damage insurance in full force and effect during the period of performance of this Agreement. All vendors used by the wedding party must provide proof of insurance at least 30 days prior to the event. If not using a ZBC Minister, renter must provide a copy of Minister's ordination certificate and other documents required to perform the wedding ceremony.

8. Any wedding performed by the Pastor more than a 15 minute drive from the church will consist of the following expenses: travel expenses to include but not limited to airfare, mileage, food, and lodging.

9. Renter hereby agrees to indemnify and hold ZBC harmless from any liability, suit, cause of action, or other legal proceeding (including attorney's fees and costs) which may be brought or claimed against ZBC as a result of Wedding Party's rental of the Church Property.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the ____day and year first above written in Zion Baptist Church, Virginia.

Date _____

Renter

Renter

Zion Baptist Church

By: Carl Burt, Trustee Chairman
Zion Baptist Church, 125 West County St, Hampton, Virginia 23663

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ZION BAPTIST CHURCH

WEDDING INFORMATION AND APPLICATION

Date of wedding: _____ Time: _____

Rehearsal date and time: _____

Minister's name, or ZBC Minister _____ Phone _____

Wedding Planner's name _____ Phone _____

Participants

Bride's Name: _____

Home Address: _____

Home Phone _____ Work Phone _____

Cell Phone _____ Date of Birth _____

E-mail _____

Groom's Name: _____

Home Address: _____

Home Phone _____ Work Phone _____

Cell Phone _____ Date of Birth _____

E-mail _____

Bride's Parents: _____

Grooms Parents: _____

Who will give Bride away? _____

Maid/Matron of Honor: _____

Best Man: _____

No. of Bride's Attendants: _____ No. of Groomsmen/Ushers: _____

Flower Bearer: _____ Ring Bearer: _____

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Total in bridal party: _____

Name of Soloist: _____ No. of Solos: _____

Unity Candle lighting: Yes: _____ No: _____

Number of Guests Expected: _____

Name of Florist & Phone No.: _____

Name of Photographers & Phone No.: _____

Where did you first learn about Zion Baptist Church? _____

Wedding License will be secured in _____, _____

Address of Office Issuing License: _____

Decorating

Date: _____ Time: _____

Time that Wedding Party will report to church on Wedding Day: _____

Reception

Reception will be held at: _____

Address: _____ Phone _____

Time: _____

Emergency Phone Contact Information

In an emergency, the bridal party can be reached at the following number the evening prior to the wedding: _____

Bride

Date

Groom

Date