

## **CANAAN BAPTIST CHURCH WEDDING POLICY**

The following policy has been thoughtfully adopted to assist in the planning of weddings which are to take place at our facilities.

### **BUILDING RESTRICTIONS**

Canaan Baptist Church reserves the right to approve or deny any proposed activity on its property.

Smoking is not permitted anywhere in the church building. Alcoholic beverages may not be served and are not allowed on the church property at any time.

Birdseed rather than rice must be used as a symbol of blessing on the bride and groom and is restricted to outside use only.

### **RESERVATIONS**

Reservations for the church must be made through the church office. To reserve the church and/or fellowship hall the "Request for Wedding Reservation" form must be completed and returned with the full payment of the deposit to the church. The date will then be confirmed on the church calendar. (Be sure to specify what facilities you need and let us know if you need to decorate the day before.) Deposits will be returned the week after the wedding ceremony if no damages have occurred and if the services have been conducted according to this policy.

No weddings, rehearsals, or receptions may be scheduled that will conflict with any service or event involving the membership.

If, after reserving the church, you decide not to use the facilities, please let the church office know as soon as possible.

Please advise all members of the wedding party that no food or drink may be brought into the sanctuary.

### **DECORATIONS/FLOWERS**

No decorations may be attached to any of the pews, furniture, or woodwork by tacks, pins, nails, tape, or anything else that might mar the surface. Flowers must be placed in containers so that no water damage results.

No furniture may be moved or rearranged without special permission. Musical instruments must not be moved.

Drip-less candles must be used and placed in candelabra that rest upon ample protective material. In the event of drippings, a fee will be assessed for cleaning of the same.

All decorations must be removed immediately after the ceremony is completed and the pictures have been taken. We cannot accept responsibility for, nor keep overnight, rented, borrowed, or personally owned equipment.

### RECEPTIONS

Caterers are required to leave the facilities in the condition in which they were found and their property removed promptly following the reception. No rice, confetti, or other such items may be thrown in the building. All decorations must be removed immediately following the reception.

### FEE SCHEDULE

Deposit: \$200 (due at time of reservation)

Building Use: \$600 (due one week before wedding)

Checks should be made payable to Canaan Baptist Church.

Deposits will be returned within one week following the wedding if no damage has occurred and if the services have been conducted according to this policy.

**Canaan Baptist Church  
177 Coryell City Road  
Crawford, Texas 76638**

Approved 10/21/07

**CANAAN BAPTIST CHURCH  
REQUEST FOR WEDDING RESERVATION**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

New Address after Wedding: \_\_\_\_\_

Date and Time of Rehearsal: \_\_\_\_\_

Deposit for Facilities: \$200

**We agree to comply with the rules and regulations of Canaan Baptist Church regarding weddings and receptions. We understand that the church is not responsible for the loss or damage to personal property used in the wedding or reception.**

Signatures:

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Date: \_\_\_\_\_

Canaan Baptist Church Representative Signature: \_\_\_\_\_