



Wedding Book
Hebron Baptist Church

Dear Engaged Couple:

Congratulations on your upcoming wedding! We are happy that you wish to schedule your wedding ceremony at Hebron. We believe marriage is a holy ordinance of God and should not be taken lightly. We stand committed to helping you make your marriage all that God desires for it to be.

Included in the following pages are the wedding guidelines. Please take the time to review this booklet carefully. All weddings are considered “pending” and will not be added to the church calendar until the following requirements are met: 1) a \$75 deposit is paid, 2) Request for Wedding Reservation Form is submitted and 3) Premarital Questionnaires are completed.

*The following are steps required to complete the Premarital Questionnaires; listen to the sermon download, *Before You Say I Do*. The download is available on our website at www.hebronchurch.org. Afterwards, the bride/groom must each individually complete a Premarital Questionnaire, which is also found on our website. The questionnaires must be reviewed and approved by the officiating pastor before he will commit to officiate your ceremony. It is suggested that you submit the surveys in a timely manner to the following address: Hebron Baptist Church, P.O. Box 279, Dacula, Ga. 30019, Attn: Wedding Coordinator.*

Forms to be completed by the bride/groom should be returned as soon as the respective details become available. You will also find service provider agreements in this wedding book. Service provider agreements should be returned no later than 30 days prior to the wedding date.

Lastly, couples are required to complete three, one-hour sessions of premarital counseling. Both the bride and groom will complete a profile prior to the premarital sessions. There is a \$60.00 fee per couple for the profiles.

Please sign and return this letter stating that you have read, understand and agree to abide by the wedding guidelines set forth by Hebron Church.

Again, congratulations from the entire Hebron staff. Do not hesitate to call with any questions or concerns that you may have. I look forward to helping you plan for this most memorable occasion.

In Him,

*Terri Pittman
Wedding Coordinator
Hebron Baptist Church
770.962.3671, ext. 228
weddings@hebronchurch.org*

Bride's Signature

Groom's Signature

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Introduction

One of the ministries of Hebron Church is to provide a setting where a Christian marriage ceremony can be held. It will be most meaningful to you, your family and friends when there is careful planning. For that reason, the following statements will govern the plans for your wedding. We sincerely believe these policies to be the most suitable and practical for all concerned. There are, therefore, no exceptions to these provisions.

In order to maintain a safe environment for you, the wedding party and others who visit our campus, children must be supervised at all times. Please use only the rooms set aside for wedding preparation. Many of our rooms are setup for upcoming events. Leaving our facilities as you found them would be much appreciated.

Where to Dress

*The Bride's Room is located off the Chapel Lobby.
The men's dressing area is located in A238 & A239.*

Please take all personal belongings with you after the wedding and clean the rooms. Do not leave any valuables in the rooms during the wedding or reception.

Hebron Baptist Church Wedding Venues & Fees

Hebron Chapel

Accommodates 250 guests
Available for ceremony only
Fee – \$165

B100

Accommodates up to 75 guests
Ceremony - \$110
Reception - \$110
Rehearsal Dinner - \$110
Ceremony & Reception - \$193

HS Cafe

Accommodates up to 100 guests
Available for reception only - \$138

Covered Courtyard

Accommodates 75-100 guests
Ceremony - \$165
Reception - \$165
Rehearsal Dinner - \$165
Ceremony & Reception - \$275

Hebron has 15 round and 6 6ft. tables available for use in the covered courtyard. If your event requires chairs, you will need to rent chairs. Setup in the covered courtyard must take place on the day of the event as this area cannot be secured overnight. **Any rental items must be delivered and picked up the same day of the event. Hebron does not store items overnight for next-day pickup and the Wedding Setup Assistant is not responsible for loading and unloading rented items. This must be worked out between the bridal party and the rental company. A pickup time must be set in advance of the wedding date. If the rental company does not show up at the time agreed to, the items will be left outside the building for pick up and Hebron Church is in no way responsible for rental items that are not picked up at time agreed to by bridal party and rental company. If liquid or food spills occur in the courtyard, you should hose the area down immediately. Hoses are located in fenced area of courtyard. All trash needs to be taken to dumpster located adjacent to the Fence Road entrance.*

Please note: A Wedding Director will be provided for all weddings scheduled on the Hebron campus. The fee is \$110 which includes directing your wedding rehearsal and the ceremony. Using your own director will not eliminate or reduce this fee.

Setting the Date and Time

A request for a wedding reservation on the church calendar will be made no more than one year in advance. Weddings may only be scheduled on Fridays or Saturdays, and rehearsals on Thursdays or Fridays. We request, in consideration of resetting rooms and equipment, that no wedding be planned later than 4:00 PM on Saturday and 6:00 PM on Friday.

If the time of your wedding changes from the time you requested, you should notify the Wedding Coordinator immediately.

It is suggested that wedding invitations not be printed until facility reservations are confirmed.

Ceremony

Friday or Saturday

Six-hour bookings allow for two hours prior to wedding and four hours from time of ceremony.

**A Friday night ceremony scheduled for 6:00 PM will only be allowed three hours from time of ceremony – all activities must conclude by 9:00 PM.*

Rehearsal

Thursday or Friday

One hour of scheduled rehearsal time is allowed.

No rehearsal may be planned later than 7:00 PM.

Rehearsal Dinner

Thursday or Friday

Four-hour bookings allow for two hours prior to dinner and two hours from the time of rehearsal dinner. No rehearsal dinner may be planned later than 7:00 PM.

Officiant

Hebron has pastors on staff who officiate weddings. Submit the names of your first and second pastor of choice to the Wedding Coordinator and she will check their availability.

Any Officiant, other than a Hebron Pastor, that is requested to officiate a wedding ceremony on the Hebron campus must acquire approval from the Executive Pastor's Office.

Sound Technicians

It is the responsibility of the bride and groom to acquire an approved Sound Technician from the list below. Any additional questions regarding sound/media needs should be directed to the Technical Ministry Office at 770.277.6023.

Note: All fees for Sound Technicians should be submitted to the Wedding Coordinator no later than 30 days prior to your wedding date. Checks for Sound Technicians should be made payable to the Sound Technician.

Approved Sound Technicians

<i>Tim Anderson</i>	<i>404.290.6393</i>
<i>Justin Miller</i>	<i>404.273.9575</i>
<i>Chandler Slaughter</i>	<i>678.526.4086</i>
<i>Catherine Sims</i>	<i>706.717.8695</i>
<i>Kevin Wilkins</i>	<i>757.506.6938</i>
<i>Robert Trotter</i>	<i>404.227.2232</i>
<i>Mark Wall</i>	<i>678.232.9284</i>
<i>Joshua Refec</i>	<i>678.463.0058</i>

Projection System Operators

*Please contact the Technical Ministry Office for assistance.
770.277.6023*

Wedding Music

It is important to keep in mind that a wedding is a service of the church. The music should be in keeping with a ceremony that honors and glorifies our Lord Jesus Christ. Music and vocal selections to be used for the ceremony or reception should be submitted to the Worship Pastor for his approval. If there is doubt about a selection of music you may call the Worship Pastor.

A copy of the order of service should be given to soloists, pianist and sound technician upon their arrival for the wedding rehearsal.

Because many brides have requested guidelines concerning gratuities for musicians, the following is a general guideline for weddings and wedding rehearsals.

*Pianist/Instrumentalist\$ 100.00 - up
Soloists\$ 75.00 - up*

Pianists Suggestions

Ginger Meyer 678.372.3858

Rebekah Castner 678.896.0581

Stephanie Parson 678.963.2675

Gratuities for the pianist/instrumentalist and/or soloist should be paid directly to that individual at the time of service.

Additional Instrumental Needs

If you have additional instrumental needs, please contact Charles Brown in the Worship Ministry Office at 770.277.6023.

Hebron Baptist Church

Wedding Reception Dance Guidelines

The following are ballroom style dances that are allowed at wedding receptions held on the campus of Hebron Church: 1) Father/Daughter Dance; to include father of the bride and bride, 2) Bride/Groom Dance; 3) Mother/Son Dance; to include mother of the groom and groom. As with all activities that take place on the Hebron campus, remember that it is our desire to bring glory to God. Check each dance below that you plan to incorporate into your reception and list your music choice. Upon completion of this form, submit to our Worship Pastor for approval.

I. Father/Daughter Dance

_____ *(music choice)*

II. Bride/Groom Dance

_____ *(music choice)*

III. Mother/Son Dance

_____ *(music choice)*

By signing below, you agree to comply with the dance guidelines stated herein.

_____ *(Bride Signature)*

_____ *(Date)*

_____ *(Groom Signature)*

_____ *(Date)*

A Final Word

Payment

Checks for the use of the Hebron facilities should be made payable to Hebron Church. Soloists, musicians, florists, photographers, and videographers and others shall be paid directly by the wedding party. It is then understood that Hebron Church is in no way responsible for any legal obligation that may arise from the hiring of such persons. Checks for Sound Technicians should be made payable to the Sound Technician and submitted to the Wedding Coordinator at least 30 days prior to the wedding date.

Service Agreements

It is the responsibility of the wedding party to see that all agreements for service providers (florist, photographer, videographer and caterer) are completed, signed and returned to the Wedding Coordinator at least 30 days prior to the wedding date. It is the responsibility of the bride or bride's family to make all persons in the wedding party and all those providing professional service aware of our policies.

Feel free to contact the Wedding Coordinator with any questions or concerns.

Helpful Contact Numbers

Wedding Coordinator: Terri Pittman 770.962.3671

Wedding Set-Up Assistant: Steven Link 770.873.7432

Lifeskills Counseling Service 770.714.3567

Media Ministry Office 770.277.6023

Church Address

Hebron Baptist Church

202 Hebron Church Road

PO Box 279

Dacula, GA 30019

770.962. 3671

REQUEST FOR WEDDING RESERVATION
Hebron Baptist Church

Date of Wedding _____ *Time* _____

Date of Rehearsal _____ *Time* _____

Bride's Name _____

Present Address _____

City/State/Zip _____

Home Number _____ *Cell Number* _____

Email Address _____

Groom's Name _____

Present Address _____

City/State/Zip _____

Home Number _____ *Cell Number* _____

Email Address _____

New Address _____

PLEASE RESERVE

Wedding Ceremony

Chapel _____

Covered Courtyard _____

B100 (under 75 guests) _____

Wedding Reception

H/S Cafe _____

Covered Courtyard _____

B100 (under 75 guests) _____

Rehearsal Dinner

B100 _____

Covered Courtyard _____

Minister Officiating _____ *Phone* _____

Have you received a copy of our church's wedding policies? _____

Bride's Signature _____ *Date* _____

Groom's Signature _____ *Date* _____

(Please complete form and return along with your \$75 nonrefundable deposit to Hebron Baptist Church,
P.O. Box 279, Dacula, GA 30019, Attn: Wedding Coordinator.)

WEDDING DETAILS

Please keep a copy for your records and return with your Request for Wedding Reservation.

Organist/Pianist _____ *Phone* _____

Soloist _____ *Phone* _____

Director _____ *Phone* _____

Florist _____ *Phone* _____

Photographer _____ *Phone* _____

Videographer _____ *Phone* _____

Caterer-Rehearsal Dinner _____ *Phone* _____

Caterer for Reception _____ *Phone* _____

Rehearsal Dinner
Number of Tables Needed _____ *Number of Chairs Needed* _____

Reception
Number of Tables Needed _____ *Number of Chairs Needed* _____

Sound Technician _____
(Must be church-approved Sound Technician- see page 7)

We know it is not always possible for you to submit this form complete at the time you are reserving the church facilities. Please complete as much information as possible and return with Request for Wedding Reservation form, \$75 nonrefundable deposit and premarital questionnaires.

Contact the Wedding Coordinator immediately as additional information becomes available.

(Please complete and return to Hebron Baptist Church, P.O. Box 279, Dacula, GA 30019,
Attn: Wedding Coordinator.)

FLORIST GUIDELINES/AGREEMENT

It is the responsibility of the wedding party to arrange with a florist for decorations. Florists or individuals who provide decorations will be responsible for any damages caused by themselves, their employees or their equipment. If damages occur, the church will arrange for repairs and the florist or individual will be responsible for payment.

Care should be taken to protect all church property; therefore, the following guidelines should be observed.

- 1. No nails, tacks, staples, tape or glue may be used to attach decorations to the walls, woodwork, furniture, windows, columns or floors. We recommend using wall mounting tabs, clear suction cups with hooks, etc.*
- 2. Only mechanical or LED candles may be used.
Chapel Ceremonies - It is also imperative that the flooring be thoroughly protected by plastic.*
- 3. Florists are responsible for clearing all flowers and decorations, at the conclusion of the ceremony. This allows time to reset the room. It is the wedding party's responsibility to check and make sure this is taken care of before leaving the Hebron campus.*
- 4. At no time are live flower petals to be used inside the church or on the church grounds. We suggest silk petals.*
- 5. For the bride and groom's departure, we suggest bird seed or bubbles.*

Failure to comply with the guidelines set forth may result in you not being allowed to provide services for future wedding parties at Hebron Baptist Church.

I agree to comply with the rules and regulations of Hebron Baptist Church, Dacula, Georgia, regarding flowers and decorations for weddings. I understand that I am not an employee of, nor am I contracted labor for, Hebron Baptist Church. I also understand that it is the responsibility of the wedding party, not Hebron Baptist Church, to pay for services rendered. I agree to reimburse Hebron Baptist Church for charges incurred as a result of property damage on my behalf, or the behalf of any employee under my charge.

Florist's Name _____ *Phone* _____

Florist's Signature _____ *Date* _____

Wedding Party's Name _____ *Wedding Date* _____

(Please complete and return to Hebron Baptist Church, P.O. Box 279, Dacula, GA 30019,
Attn: Wedding Coordinator - Submit no later than 30 days prior to wedding date.)

PHOTOGRAPHER AGREEMENT

Upon arrival, the photographer is to identify him/herself to the Wedding Director. She will advise where to setup.

Flash photographs are not allowed after the bride has entered the altar area. Other photographs, such as time exposures, may only be taken from the back of the ceremony area.

At no time during the ceremony will the photographer enter the altar area or place themselves in such a position that would distract from the ceremony.

Failure to comply with the guidelines set forth may result in you not being allowed to provide services for future wedding parties at Hebron Baptist Church.

I agree to comply with the rules and regulations of Hebron Baptist Church, Dacula, Georgia, regarding photography for weddings. I understand that I am not an employee of, nor am I contracted labor for, Hebron Baptist Church. I also understand that it is the responsibility of the wedding party, not Hebron Baptist Church, to pay for services rendered.

Photographer's Name _____ *Phone* _____

Photographer's Signature _____ *Date* _____

Wedding Party's Name _____ *Wedding Date* _____

(Please complete and return to Hebron Baptist Church, P.O. Box 279, Dacula, GA 30019,
Attn: Wedding Coordinator - Submit no later than 30 days prior to wedding date.)

VIDEOGRAPER AGREEMENT

Upon arrival, the videographer is to identify him/herself to the Wedding Director. She will advise where to setup.

Video taping is allowed provided the equipment does not distract from the ceremony. At no time during the ceremony will the videographer enter the altar area or place themselves in such a position that would distract from the ceremony.

Failure to comply with the guidelines set forth may result in you not being allowed to provide services for future wedding parties at Hebron Baptist Church.

I agree to comply with the rules and regulations of Hebron Baptist Church, Dacula, Georgia, regarding videography for weddings. I understand that I am not an employee of, nor am I contracted labor for, Hebron Baptist Church. I also understand that it is the responsibility of the wedding party, not Hebron Baptist Church, to pay for services rendered.

Videographer's Name _____ Phone _____

Videographer's Signature _____ Date _____

Wedding Name _____ Wedding Date _____

(Please complete and return to Hebron Baptist Church, P.O. Box 279, Dacula, GA 30019,
Attn: Wedding Coordinator - Submit no later than 30 days prior to wedding date.)

CATERER AGREEMENT

Hebron provides tables and chairs at no extra charge. It will be the responsibility of the caterer/wedding party to arrange the tables and chairs to fit their preference. The bride should provide this information on the Wedding Details form and Caterers should complete the Kitchen Use Form. Both forms should be submitted to the Wedding Coordinator at least 30 days prior to the wedding.

A \$100.00 deposit is required for the use of Kitchen A. Upon inspection by the Operations Team the week following the wedding, the deposit will be returned if all is in order. A Certificate of Insurance is also required for all caterers.

Policies Regarding Kitchen Use

1. Do not remove items from the kitchen or leave dirty dishes.
2. The Caterer may use the refrigerator, freezer, warmers and the ice machine.
4. Personal items brought into the kitchen facilities must be removed upon departure; otherwise, items will be discarded.
6. All trash cans must be emptied upon departure. Trash bags should be tied and taken to the green dumpster located adjacent to Fence Road.
7. Floors must be swept and mopped upon departure.
8. Countertops and appliances must be wiped down upon departure.
9. No alcoholic beverages of any kind may be consumed on the Hebron campus.
10. In keeping with insurance guidelines, at no time are persons under the age of 18 allowed in the commercial kitchen (Kitchen A).

Failure to comply with the guidelines set forth may result in you not being allowed to provide services for future wedding parties at Hebron Baptist Church.

I agree to comply with the rules and regulations of Hebron Baptist Church, Dacula, Georgia, regarding catering for weddings. I understand that I am not an employee of, nor am I contracted labor for, Hebron Baptist Church. I also understand that it is the responsibility of the wedding party, not Hebron Baptist Church, to pay for services rendered.

Caterer's Name _____ Phone _____

Caterer's Signature _____ Date _____

Wedding Party's Name _____ Wedding Date _____

(Please complete and return to Hebron Baptist Church, P.O. Box 279, Dacula, GA 30019, Attn: Wedding Coordinator - Submit no later than 30 days prior to wedding date.)

Wedding Caterer - Kitchen Use Form

Wedding Date _____ Time _____

Bride/Groom Names _____

Contact Numbers ~ Bride _____ Groom _____

Caterer Name _____ Contact Number _____

(print)

The kitchen facility is to be utilized as a staging area for food preparation only.

Equipment Requested by Caterer:

- Freezer
- Side-by-Side Refrigerator
- Ice Machine
- Portable Warmer

I _____ understand and agree to use only the equipment specified above and will not utilize any other equipment.

Caterer Signature *Date*

Caterer Street Address *City, State* *Zip*

(Please complete and return to Hebron Baptist Church, P.O. Box 279, Dacula, GA 30019,
Attn: Wedding Coordinator - Submit no later than 30 days prior to wedding date.)

Check List

Date Completed

Upon Receipt of Materials:

1. *Submit Request for Wedding Reservation Form* _____
2. *Submit \$75 nonrefundable deposit* _____
3. *Submit completed Premarital Questionnaires* _____
4. *Submit Wedding Details Form* _____
5. *Statement of Faith* _____
6. *Statement of Marriage & Divorce* _____

Two weeks after above is turned in:

5. *Call Wedding Coordinator to confirm your wedding date has been added to church calendar* _____
6. *Call Lifeskills Counseling to schedule premarital counseling appointments (770.714.3567)* _____
7. *Acquire Sound Technician from approved list* _____

As your plans are confirmed:

8. *Call Wedding Coordinator to complete the Wedding Details List* _____
9. *Call Wedding Coordinator with details on musicians, sound needs (approval of music, microphones needed, etc.)* _____

Six Weeks before wedding:

10. *Call office of pastor officiating ceremony to set appointment to discuss the order of service for the wedding ceremony* _____

One Month before wedding:

11. *Request tables and chairs needed for rehearsal dinner, ceremony and/or reception.* _____
12. *Confirm arrival time for the florist, caterer and bride* _____
13. *Submit signed agreements for florist, caterer, Photographer and videographer* _____
14. *Make final payment to church* _____
15. *Call church with new address and phone number* _____