



*Wedding Book*  
*Hebron Baptist Church*

*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, Statement of Faith for Bride and Groom, Statement of Divorce and Remarriage are completed. These are found on the weddings page of our website.*

*The bride and groom should each complete the Premarital Questionnaires, which is 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. You may submit them by mailing them to the following address: Hebron Baptist Church, P.O. Box 279, Dacula, GA 30019 Attn: Wedding Coordinator or scanning them and emailing them to [weddings@hebronchurch.org](mailto:weddings@hebronchurch.org)*

*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 premarital counseling. There is a \$60.00 fee per couple for the premarital resources. The officiating pastor, or a pastor recommended by the officiating pastor, will oversee the premarital counseling. Couples also have the option to use Lifeskills Counseling for their premarital sessions. You may contact Lifeskills directly, 770.714.3567, to schedule your appointments.*

*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,*

*Jill Cooper  
Hebron Baptist Church  
770.962.3671, ext. 228  
[weddings@hebronchurch.org](mailto:weddings@hebronchurch.org)*

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*Bride's Signature*

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*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 set up 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) 6 ft. tables available for use in the covered courtyard. If your event requires chairs, you will need to rent them. 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 the fenced area of the courtyard. All trash needs to be taken to the 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 the wedding and four hours from the time of the ceremony.*

*\*A Friday night ceremony scheduled for 6:00 PM will only be allowed three hours from the time of the 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 contact the Worship Ministries Ministry Assistant for guidance of how to secure an approved Sound Technician to facilitate the wedding ceremony. Any additional questions regarding sound/media needs should be directed here as well.*

*The Sound Technician will arrive one hour prior to the wedding. The Sound Technician rate is \$150.00. Typically, the Sound Technician does not attend the rehearsal. If you require that the Sound Technician attend the rehearsal, please make this clear up front, and understand it will be an additional \$150.00.*

*Note: All fees for Sound Technicians should be submitted to the Worship Ministries Ministry Assistant no later than 30 days prior to your wedding date. You may pay the Sound Technicians by cash or check. Checks should be **made payable to that individual**.*

### *Approved Sound Technician*

*Luke Johnson 678.316.7744  
Kody Ethridge 770.828.6163  
Lane Johnson 706.300.9898  
Chris Neal 770.335.0591  
Eric Nelken 706.429.4674  
Chris Stowe 770.654.9503  
Robert Trotter 404.227.2232*

### *Projection System Operators*

*Please contact the Worship Ministries 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 .....\$ 150.00 - up  
Soloists .....\$ 150.00 - up*

## *Pianists Suggestions*

*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 Mitch Shoumaker in the Worship Ministry Office at 770.277.6023.*



# *Hebron Baptist Church*

## *Wedding Reception Dance Guidelines*

*We want to glorify God with every opportunity given to us. Marriage is an opportunity to show the Gospel in a tangible way. When celebrating the marriage at the wedding reception, we understand that it is common for the following special dances to occur: 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 the groom. Please fill out the form below with your choice of music for these dances. The music will be reviewed and approved by one of our pastors.*

*As with all activities that take place on the Hebron campus, remember that it is our desire to bring glory to God. We want to encourage godly interactions between those attending any events on campus. We allow dancing; however, we ask that none of the music has explicit lyrics or works against a biblical worldview. If it is questionable, it would be best to not play it.*

*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, 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 that individual and submitted to Worship Ministries Ministry Assistant 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 Jill Cooper at least 30 days prior to the wedding date. It is the responsibility of the bride or bride's family to make all people in the wedding party and all those providing professional service aware of our policies.*

*Feel free to contact Jill with any questions or concerns.*

## ***Helpful Contact Numbers***

*Wedding Contact: Jill Cooper: 770.962.3671*

*Lifeskills Counseling Service: 770.714.3567*

*Tech Ministry: 770.277.6023*

## ***Church Address***

*Hebron Baptist Church  
202 Hebron Church Road  
Dacula, GA 30019  
770.962.3671*

## ***Church Mailing Address***

*Hebron Baptist Church  
PO Box 279  
Dacula, GA 30019*

***Email:*** [weddings@hebronchurch.org](mailto:weddings@hebronchurch.org)

*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 in the form of check or cash 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 the Request for Wedding Reservation form.*

*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 completed 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 in the form of check or cash 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 damage caused by themselves, their employees, or their equipment. If damage occurs, 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 your 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 platform 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 your 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.)

## VIDEOGRAPHER AGREEMENT

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

*Video taping is allowed provided the equipment does not distract from the ceremony. At no time during the ceremony will the videographer enter the platform 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 your 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 Rd.
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 your 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. Submit signed Statement of Faith \_\_\_\_\_
6. Submit signed 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 the officiating pastor to schedule premarital counseling appointments, 770.962.3671. You may also choose to schedule premarital counseling with Lifeskills Counseling. 770.714.3567. \_\_\_\_\_
7. Call Ministry Assistant in Worship to Acquire a Sound Technician. \_\_\_\_\_

### 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. \_\_\_\_\_