

Planning Your Wedding



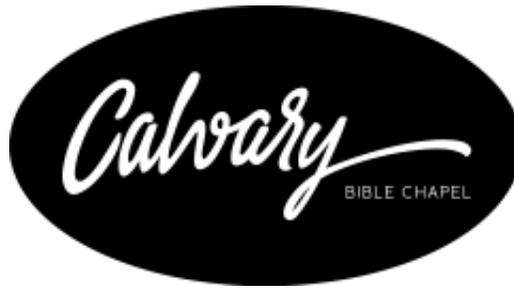
***I**t is the sincere desire of Calvary Bible Chapel that you have a wonderful wedding day filled with wonderful memories and followed by a deeply satisfying marriage. However, special events and lasting relationships just don't happen. They require thought, preparation and commitment. To assist you in planning your wedding ceremony here at Calvary Bible Chapel, we are providing you these guidelines. We pray God's peace, love and blessing as you embark on your life together.*



Calvary Bible Chapel

3740 West Alexis Road • Toledo, Ohio 43623

Telephone: 419.472.9765



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Tim Marr
Senior Pastor
419.472.9765 ext. 104
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Daniel Dangerfield
Student/Family Life Pastor
419.472.9765 ext.108
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Kimberly Marr
Worship Pastor
419.472.9765 ext. 106



Shirley Mowery
Business Administrator
419.472.9765 ext. 107

Are you actively involved in a church? If not, we would like to invite you to be a part of Calvary Bible Chapel. Join us Sunday mornings at 9:00 AM for our Coffee Fellowship followed at 10:00 AM for our Sunday Morning service.

For more information or to schedule your Wedding please contact:

Shirley Mowery

Business Administrator • Calvary Bible Chapel

Telephone: 419.472.9765 ext. 107

Fax: 419.472.4490

Website: www.calvarybiblechapel.com

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WEBSITE



FACEBOOK



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Calvary Bible Chapel



Wedding Policy

We are pleased to be a part of helping you in planning of one of the most important days of your life...Your Wedding Day.

In order for this special day to run smoothly, it is important that you communicate all wishes and concerns with us in advance. We will work with you in every area to make your special day as stress free as possible. Communication is the key, and it is important that you speak with the correct person regarding your wedding needs.

Please speak with our Business Administrator, Shirley Mowery at 419.472.9765 Ext. 107, regarding booking the date for your wedding, processing of the wedding agreement, and payments on your wedding expenses.

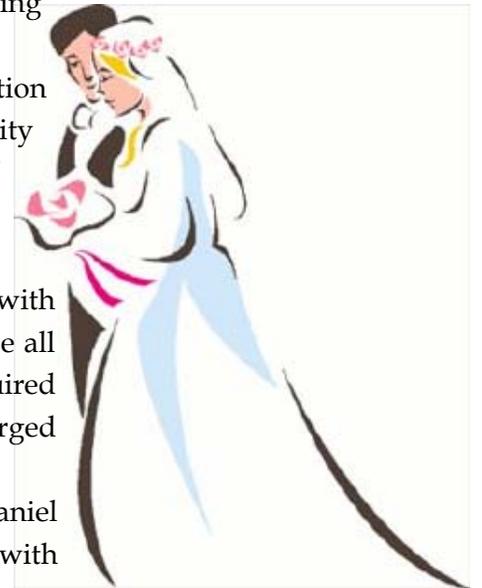
Remember that until you have filled out your wedding contract completely and returned it to us with your deposit, your date is not confirmed. It is vital that you keep a copy of your contract and wedding planning guidebook which details all information and the fees that are being charged and also gives you necessary information for future reference. Please understand that it takes a staff of workers to complete your wedding. The majority of fees charged to you are to pay the staff involved in your wedding ceremony.

We realize that you might not be able to fill out all the necessary information on the attached Information Request form. However, please make it a priority to fill out this form to the best of your ability and return it to us at the time of booking your wedding. When additional information becomes available, you can furnish it to us at a later date.

If you would like us to prepare your wedding program please speak with Shirley Mowery. You are required to furnish the bulletin stock, and provide all information you wish to be included in your program. You will be given a required list of the information needed. If we provide a program a \$20⁰⁰ fee will be charged to cover the design and printing costs.

Please speak with Pastor Tim Marr, Pastor Kimberly Marr, or Pastor Daniel Dangerfield regarding any part of your wedding ceremony. They will work with you very closely in the weeks prior to your wedding to make your ceremony very special and to meet your individual needs.

Thank you in advance for your cooperation. By working closely together, we can assure you that your wedding day will run smoothly.



"The Lord placed the man in the garden of Eden as its gardener to tend and care for it - and the Lord God said, 'It isn't good for man to be alone; God caused the man to fall into a deep sleep, and took one of his ribs and closed up the place from which he had removed it, and made the rib into a woman, and brought her to the man.' 'This is it!' Adam exclaimed, 'She is part of my own bone and flesh! Her name is woman because she was taken out of man.' This explains why a man leaves his father and mother and is joined to his wife in such a way that the two become one person."

(Excerpts from Genesis 2, Living Bible)

When our Heavenly Father wished to describe the beauty, unity, and completeness of His people, He chose to picture a wedding -a devoted bridegroom - with His spotless glowing bride. Calvary Bible Chapel is delighted to make its facilities and pastor available for such a significant event as a wedding. The church is a most appropriate place for a wedding ceremony and its altar is a fitting place for those taking the vows of "*Whom God hath joined together*". Among the services performed in this church, and for which this church was built, stands the pledging of marriage bonds, through which, in God's good providence, two lives are made one and a new home is established. Please read the content of this booklet carefully.

The pastor and congregation of Calvary Bible Chapel want you to know that our primary concern is not the performance of a wedding ceremony. It is rather the building of a Christian home. To that end, the following policies have been set in hopes of avoiding commitment to marriage of those persons who are likely to experience failure, and to provide the greatest possible degree of input and support for those who are approaching marriage as a Christian institution intended to be for life.

We believe that it is necessary to emphasize the importance of a commitment to marriage itself, by all engaged couples. This may sound strange at first. You might think if someone were committed to a partner that they would be committed to the institution of marriage. Unfortunately, this is not true in many cases. We are finding in our counseling that many people are committed to marriage only to the extent that it may "*work out*".

We all must, under the guidance of the Holy Spirit, eliminate the philosophy of "*trial marriages*" as acceptable to the Christian. We go on record to affirm that marriage is a life long commitment. Our strong recommendation is that married couples eradicate the thought and talk of divorce from their hearts and conversation.

Working with our Pastors

For those who are planning to be married by one of the pastors of Calvary Bible Chapel, we encourage you to ask the minister to set the service on his calendar as soon as possible. Once your date is booked, only on rare exceptions do we allow date changes. Our facility is very busy with various services and activities, and changing dates is difficult. Please think carefully about the date you have chosen before booking it with our office.

We believe as ministers of the gospel we are responsible to God to take pre-marriage counseling and enrichment seriously. This is why pre-marital counseling is one of the requirements. We expect those who come for such counseling to earnestly seek God, heed counsel given, and seek the wisdom and direction given by parents. We feel it is a serious matter for people to plan on marriage without the counsel and blessing of parents and pastors.

Anyone considering marriage is therefore urged to make an appointment with pastors in advance and will be expected to fulfill the counseling requirements outlined by each pastor so that the proper pre-marital enrichment arrangements can be made.

We also offer spring and fall group pre-marital counseling seminars, which can be arranged through our office. You will be advised by mail the dates these seminars are available to you. Please call and confirm with the office your intention to attend. These have proven to be very helpful to couples and it is a good time to get to know other couples that are planning this special event in their lives. It is good to hear about the concerns and problems facing other couples, and this gives you a good opportunity to share with them.

If you prefer individual counseling, it is available through the pastor performing the ceremony. You will need to contact him for private counseling appointments.

Please let your pastor that is conducting your ceremony know your wishes. No exceptions will be made regarding this important matter.



Tim Marr
Senior Pastor



Daniel Dangerfield
Student/
Family Life Pastor



Kimberly Marr
Worship Pastor

The Purpose of Pre-Marital Counseling

- 1. ONE OF THE GOALS OF COUNSELING IS TO MAKE ARRANGEMENTS FOR THE PROCEDURAL DETAILS OF THE WEDDING CEREMONY ITSELF.** You as a couple can express your desires and the pastor can make suggestions and provide guidelines. Tremendous variation is found in wedding invitations and ceremonies today. The pastor will offer suggestions and provide guidelines (*ceremonies, vows, songs, etc.*) You will then have several weeks to decide on how you want your wedding ceremony. Then one to two weeks prior to rehearsal, the bride (and whomever she desires such as mother, groom, or other) will come in and inform the pastor as to how she wants the ceremony to be conducted. This will eliminate confusion, turmoil, suggestions from relatives and wedding party, and will allow the rehearsal to flow much more smoothly and quickly.
- 2. A VITAL GOAL IS PROVIDING CORRECTION.** Correction of faulty information concerning marriage relationships, the communication process, finances, in-laws, and sexual relationships are a regular part of counseling for most couples.
- 3. PROVIDING INFORMATION IS ANOTHER GOAL.** Probably more teaching occurs in this type of counseling than in any other. Part of this teaching involved helping the couple to understand themselves and what each other brings to marriage, to discover their strengths and weaknesses, and to be realistic about the adjustments they must make to have a successful relationship.
- 4. COUNSELING ALSO PROVIDES AN OPPORTUNITY FOR CHRISTIAN GROWTH AND WITNESS.** If the church is to give its blessing upon a marriage, it believes the place to begin is at the point of full surrender to Christ as Savior and Lord. God is the author of marriage and the full joy of marriage cannot be known except through the God who created marriage. So, counseling is to assist the individuals to develop spiritually and thus build a firmer basis for the marriage relationship. Couples should be given instruction in personal and family devotions before marriage.
- 5. THE FINAL PURPOSE FOR COUNSELING MAY SEEM FOREIGN TO SOME, BUT COULD BE ONE OF THE MOST IMPORTANT GOALS. THIS IS A TIME TO ASSIST THE COUPLE IN MAKING THEIR FINAL DECISION. SHOULD WE MARRY? IF SO, WHEN?**

Guidelines for Weddings at Calvary Bible Chapel

1. At the discretion of the Senior Pastor, guest ministers may host, and have a say in participating in the wedding ceremony, if desired by the wedding couple.
2. The most sensitive problem for a pastor is the remarriage of divorced persons. The pastor's decision concerning remarriage depends upon each individual circumstance. He will not perform ceremonies for persons who approach marriage without proper forethought, wisdom, and sobriety.
3. All couples being married within the facilities of Calvary Bible Chapel must agree and comply with provisions of our Statement of Faith which is found on page __ of this document.
4. No alcohol beverages are permitted anywhere on our church premises. Also, no wedding or rehearsal will be conducted when any member of the wedding party is under the influence of drugs or alcohol.
5. Smoking is not permitted anywhere on our church property. It is our desire to make all who enter this building conscious of the Lord whom we serve.

6. No rice, bird seed of any type, or confetti, may be thrown anywhere in the church building or on any of the sidewalks. We suggest the use of bubbles. State regulations prohibit the releasing of balloons.

Payment of Fees

All fees are to be paid in full two weeks prior to the wedding date. These fees may be paid to the church secretary listed on page one of this booklet. We recommend monthly payments on your amount due. This will help eliminate a financial burden close to the day of your wedding. The fees are listed in your contract, which must be signed and returned to us with a deposit before your date is booked.

Marriage License

Marriage license must be presented to wedding hostess or pastor on the night of rehearsal. No wedding ceremony will be performed without a proper marriage license being presented at least twenty-four hours before your wedding date.

If you would like to make your wedding ceremony extra special by contributing your own wedding vows, ideas, etc., please submit these to your wedding hostess or the pastor one to two weeks prior to the wedding.

NOTE: It is your responsibility to make sure the person performing the ceremony is licensed to marry in the State of Ohio. It is also the responsibility of the person performing the ceremony to file the marriage license and mail it to the court's Marriage License Bureau once the ceremony has been performed.

Procedural Instructions

Arrangements

The bride should first clear every detail with the pastor and office staff. Please carefully review your wedding contract, and keep your copy handy for reference. Please read this book carefully and ask any questions well in advance of your wedding to avoid last minute confusion. Remember, you must return your contract with your deposit before your wedding day is confirmed.

Music

Consult the pastor concerning your choice of music for the wedding. Please keep in mind that some music played and sung at weddings is not acceptable in our church. All weddings performed are required to use our keyboard/musician(s) and sound technician. We have very sensitive and expensive sound and music equipment and therefore do not permit outside organists or sound technicians.

However, the choice of vocalist is left to the discretion of the bride. Make sure your musicians have copies of the music early and contact our organist at least three weeks prior to the rehearsal.

Decorations

Since the Sanctuary is already furnished as a place of dignity, it should not be elaborately decorated. Be certain that decorations that are used will not damage floors, rugs, walls, or furniture. Nails and screws must not be driven into any part of the building or furnishings. Such adhesive materials as Scotch tape are not to be attached to painted surfaces. Carpet must be protected by plastic from damage caused by dripping candles.

The florist engaged by the bride is responsible for all decorations. Pew clips must be used for pew bows - **NOT** tape. If rose petals are being used they must be white roses as red roses cause stains. We also require that an aisle runner be used if rose petals are being dropped. The length of runner you need to order is 75 feet. **NO** tape is permitted on carpeting, pins must be used to secure isle runner.

As a part of your wedding church rental fee, we do have available at no additional charge for your use a prayer kneeling bench, a Unity candle table, and two altar candelabras. However, it is your responsibility to furnish fourteen 10" non-drip candles and bring them to the church the night of your rehearsal. (*We can furnish the candles at an additional cost of \$10⁰⁰*). We also have a unity candleholder with a white silk floral arrangement available for your use. Please let us know your wishes when you fill out your wedding information sheet.

We have a decorating service available to you at a reasonable price if you are interested. Please contact the Business Administrator for more information.

The janitor will fasten down your aisle runner at no additional charge. You can usually purchase them from a florist or at most craft stores.

Wedding Flowers

Wedding flowers may be as simple or elaborate as you like. Engage the services of a reputable florist soon. You will need to inform the church of the time the florist will need to enter the church to decorate. A suggested checklist for flowers would be:

- Bride's Bouquet
- Bride's Bouquet to throw
- Bride's going away corsage
- Flowers for attendants
- Corsages for mother of bride and groom, grandmothers, godmothers, singers, guest book attendants, any other special family members
- Boutonnieres for groom, ushers, fathers, grandfathers and minister
- Church decorations
- Reception decorations
- Host and Hostess, Musician, Servers

Rehearsal

1. We require all members of wedding party to be present for rehearsal, no exceptions.
2. Bride and whomever she chooses must meet with minister two weeks prior to wedding to discuss final plans of ceremony for smooth rehearsal. Wedding party, ushers, musicians, soloist, should be given copy of ceremony at rehearsal to avoid confusion and lots of unnecessary suggestions.
3. Please bring your marriage license to the pastor the night of rehearsal.

Photographs

Because the wedding ceremony is a sacred occasion, we ask that flash photographs not be taken during the ceremony.

When a reception is to follow, the photographer is to be instructed by the bride or her parents that everything should be done to expedite the taking of pictures after the ceremony in order not to delay the reception afterwards or unnecessarily consume the time of participants or guests. It is the responsibility of the wedding party to communicate these requirements to the photographer. We do permit videotaping. However, you must consult the minister for guidelines and instructions.

Dressing Rooms

A special room for both the bride and the groom will be provided. We ask that the bridal party remain in the assigned room until the time of the wedding. Please remember that although we attempt to keep these rooms secured at all times, we are not responsible for lost or stolen articles. It is highly recommended that you do not leave money, cameras, purses or any other expensive articles in either dressing room. It is your responsibility to keep the doors locked since our janitorial staff does not know when you are entering and leaving the rooms.

Reception Facilities at our Location Fellowship Hall

We do offer our fellowship hall for rehearsal dinners and small receptions. If you wish to use the fellowship hall for your rehearsal dinner, or wedding reception, you must state those wishes at the time you book your wedding. Please **DO NOT** presume that we will know you are holding your rehearsal dinner or reception in the fellowship hall. These dates must be booked well in advance.

- We recommend no more than **50-75** people.
- All pictures to be taken in the Chapel must be completed before proceeding to the reception.
- There is an additional janitorial fee of **\$125⁰⁰** for church receptions and **\$75⁰⁰** for rehearsal dinners.
- A "*Use of Building*" request form must be completed and on file. This form will list price information.
- **NO** refreshments are allowed in hallways or other parts of the facility.
- Children are **NOT** permitted to wander throughout the facility unsupervised.
- Absolutely **NO** smoking or drinking is permitted!
- For evening receptions hall clean-up should commence **NO LATER THAN 10:00 P.M.**

Family Life Center

We have a beautiful banquet hall that is available for receptions. It has the capacity of holding 500 people dining style. There is also on-site catering available. Brochures are available if you are interested and fees involved will be provided upon request.

Included in the rental fee: 6 foot rectangular tables with chairs, head table skirting, setup, cleanup, and a on-site manager.

Because our Family Life Center is a part of our church facility, we do not permit smoking, or alcohol of any kind. Dancing is permitted; however, there are restrictions on the type of music permitted. A list will be furnished to you at the time of signing the contract.

Our center provides the room setup, per your request, including tables, chairs, and waste receptacles. Our staff will clean and take down tables and chairs after your function. ■



Statement of Faith

-What We Believe-

1. **THE ONE TRUE GOD.** We believe that there is One God, eternally co-existent in three persons: Father, Son, and Holy Spirit. (*Matthew 28:19; John 1:1-14; 2 Corinthians 13:14*)
2. **DEITY OF THE LORD JESUS CHRIST.** We believe in the deity of Jesus, in His virgin birth, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Matthew 1:18-25; John 19:21; I Corinthians 15*)
3. **PERSON AND WORK OF THE HOLY SPIRIT.** We believe He is the third person of the Godhead. He brings comfort, help and power to those who are born again. He convicts the world of sin, righteousness and judgment. The baptism of the Holy Spirit is available to every believer subsequent to salvation. (*Acts 2:1-4; 8:14-17; 10:44-46; Galatians 3:14-15*)
4. **THE SCRIPTURES.** We believe the Bible to be the inspired, infallible, authoritative Word of God. (*2 Timothy 3:15-17; 2 Peter 3:15-16*)
5. **SALVATION OF MAN.** We believe man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life. (*Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11*)
6. **ORDINANCES OF THE CHURCH.** We believe in the necessity of water baptism by immersion, for all born again believers and those who come back to God, to fulfill the command of Christ. (*Matthew 28:19; Acts 2:34-36; 19:1-6*) We believe in the Table of the Lord, commonly referred to as Communion of the Lord's Supper for all believers. (*1 Corinthians 11:28-32*)
7. **FALL OF MAN.** We believe man was created good and upright. However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God. (*Genesis 1:26-27; 2:17,36; Romans 5:12-19*)
8. **GIFTS OF THE SPIRIT.** We believe in the operation of the Gifts of the Spirit as outlined in *I Corinthians 12-14*, as manifested in the Early Church.
9. **DIVINE HEALING.** We believe divine healing as practiced in the Early Church to be God's Will for mankind. We place our trust in Calvary's Double Cure, when Jesus Christ was nailed to the cross, He paid the price for our salvation and healing. (*Isaiah 53:1-5; Acts 4:30; Romans 8:11; I Corinthians 12:9; James 5:14; I Peter 2:24*)
10. **IMMINENT RETURN OF CHRIST.** We believe in the rapture of the church, which is our blessed hope. We believe in the Second Coming of Jesus Christ when He comes to establish His Kingdom on the Earth. We believe in the Millennial Reign of Christ. (*John 14:1-3; 1 Thessalonians 4:13-18; Revelation 19-20*)
11. **WEDDINGS ARE AN ACT OF WORSHIP.** We believe that the ceremony of holy matrimony is an act of worship dating back to the first man and first woman in Genesis. All wedding ceremonies conducted at Calvary Bible Chapel are performed in agreement with our statement of faith. (*Genesis 2:24; Matthew 19:5*)
12. **MARRIAGE, GENDER AND SEXUALITY.** We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of God within that person.

WE BELIEVE that term "**marriage**" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

WE BELIEVE that God intends sexual intimacy to only occur between a man and a woman who are married to each other.

WE BELIEVE that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

WE BELIEVE that any form of sexual immorality (*including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex*) is sinful and offensive to God.

WE BELIEVE that in order to preserve the function and integrity of the Church as the local Body of Christ, and to provide a Biblical role model to the Church members and the community, it is imperative that all persons employed by the Church in any capacity, or who serve as volunteers, should abide and agree to this Statement on Marriage, Gender, and Sexuality and conduct themselves accordingly.

WE BELIEVE that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

WE BELIEVE that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Calvary Bible Chapel. (*Leviticus 18:22; Leviticus 20:13; Romans 1:24-32; 1 Corinthians 6:9-10*). ■

I(we) have read the above Statement
of Faith and are in agreement

signature(s)

date

Contractual Forms



Calvary Bible Chapel

Wedding Rental Contract

Rental Fees

| | | |
|---|----------|----------|
| Church Rental Fee (includes Rehearsal and Wedding Day) | \$ _____ | \$ _____ |
| Minister Fees (Includes Rehearsal and Wedding) | \$100.00 | \$ _____ |
| Organist Fees—Our Organist mandatory (Includes Wedding) | \$100.00 | \$ _____ |
| Sound Technician (Includes Rehearsal and Wedding) | \$ 75.00 | \$ _____ |
| * Janitor (Includes Rehearsal and Wedding) | \$ 75.00 | \$ _____ |
| **Wedding Coordinator (Includes Rehearsal & Wedding) | \$ 50.00 | \$ _____ |
| Counseling Fees – See Options Below (Fees to be paid at time of counseling.) | \$ 75.00 | |
| Optional Items | | |
| Wedding Bulletins (Optional—to be provided by Bride) [Fee is for typing, printing, and folding.] | \$ 20.00 | \$ _____ |

*Janitor service includes opening and closing the building on both rehearsal and wedding days, checking the temperature to make sure that the rooms in use are comfortable; and rearranging of furniture before and after the ceremony, and clean-up after the ceremony.

**The Wedding Coordinator is a person or persons assigned to assist the wedding party at the rehearsal and also at the wedding to assist the bride in making certain that everything runs smoothly. It is the recommendation of the church to use our own appointed coordinators.

Couples do hereby agree to abide by the Statement of Faith as stated in the adopted Constitution and By-Laws of Calvary Bible Chapel. A copy shall be provided upon request. Initial _____.

Counseling

It is a mandatory requirement of our church that each couple partake of pre-marital counseling before the wedding. Listed below are the two options available for you to meet this requirement:

- ❖ Six hours of counseling with Pastor Tim Marr. (Three 2-hour sessions or two 3-hour sessions). These two private sessions will include six important steps in pre-marital counseling.
- ❖ If a Group Counseling Seminar (Pre-Marital Two-Day Counseling Retreat) is scheduled at our church before your wedding date and you wish to participate, please register through the church office.

Approval must be given by Pastor Marr for any other Minister used for the counseling.

Miscellaneous

A Marriage License must be presented to the wedding hostess or pastor on night of rehearsal. If you would like to make your wedding ceremony extra special by contributing your own wedding vows, ideas, etc., please submit these to your wedding hostess or to the pastor one to two weeks prior to the wedding.

In order for your wedding date to be reserved on our church calendar, a 50% deposit of the church rental fee will be required at the time of submitting the application. The total amount due is to be paid at least two weeks before the date of the wedding. A monthly payment of \$50-100 is suggested, and can be either dropped off or mailed to the church office.

I fully understand that the church is not responsible for lost, damaged, or stolen articles. It is the sole responsibility of the wedding party to secure all personal items in a safe manner. I promise to respect the church facility, and agree to abide by the set rules of no smoking on any part of the church grounds, and absolutely no alcoholic beverages are to be brought on the premises. I agree to reimburse Calvary Bible Chapel for any expenses incurred for repairs of damages caused by the wedding party or guests to the church building, equipment, or grounds, which were incurred during the time of the rental. I understand that twenty-five percent (25%) of the Church rental fee is non-refundable due to any cancellations.

Wedding Date _____ Bride's Signature _____

Groom's Signature: _____

Today's Date: _____ Amount of Deposit Enclosed with Application: _____

I have received a copy of the "Wedding Guide Booklet" and agree to all terms. _____ (please initial)

Calvary Bible Chapel

Rental Contract For FLC Function

| | | | |
|-----------------|--------------|-------------------|---------------|
| Name: | | Date of Event: | |
| Address: | | City | State: Zip |
| Home Phone: | Cell Phone: | Type of Function | |
| Contact Person: | # Of people: | Time of Function: | |

Catering

| | | |
|-----------------|--|----------------------------|
| # of Tables | Name of Caterer: own- fund raiser | Schedule of Events: |
| Head table: | Contact Name: | |
| Cake table: | Contact Phone: | |
| Gift table: | Kitchen equipment needed: Yes No | |
| DJ table: | Time: | |
| Buffet tables : | Sit-down Dinner or Buffet style | |
| Stage : | | |
| | | |

Rental Equipment

Charges

| | |
|----------------------------------|--------------------------|
| Round Tables: @ /each | Food & Beverage: \$ |
| Linen Tablecloths: @ /each | Rental Charges: \$ |
| Linen Napkins: @ /each | \$ |
| Silverware: @ | Hall Rental \$ |
| | Total (estimated): \$ |
| | Sales Tax: \$ |
| | Balance: \$ |

Date of Payment:

I have read this catering contract and by signing below agree to the arrangements as stated and to abide to all catering policies and procedures. I understand that I am financially responsible to pay for 100% of all charges, including hall rental, equipment rental, food and beverage, service charges, and fees. Please make all checks payable to: CBC Family Life Center.

Customer: _____ Date: _____

Policies and Procedures

Deposits/Cancellations:

One fourth of the rental plus \$100.00 security deposit must be paid in advance in order to secure your function date. Deposit returns for event cancellations are as follows:

1. If event is cancelled 12 months or more prior to contracted date the full room rental deposit, less a \$25.00 service charge will be returned.
2. If event is cancelled less than 12 months but more than 90 days prior to contracted date ½ of the original room rental deposit will be returned and ½ is forfeited.
3. If event is cancelled less than 90 days prior to contracted date all of the room rental deposit is forfeited.

Security Deposit will be returned in full if banquet facility is found to be in its original condition. Any damage to any part of facility caused by client and/or guests will forfeit security deposit. Our facility does not carry liability insurance to cover your event. The lessee is responsible to carry \$100,000.00 insurance and Calvary Bible Chapel Family Life Center is released of any and all legal responsibilities.

4. The entire balance due shown on the previous page must be paid in full at least thirty days before the scheduled event. If for any reason the amount is not paid in full sooner than fifteen days before the event, the entire balance must be paid with a cashiers check or in cash.

Smoking:

Calvary Bible Chapel Family Life Center is a non-smoking facility. A designated smoking area outside is provided. Smoking inside facility is prohibited and violators will be asked to leave the premises.

Alcoholic Beverages:

No alcoholic beverage is allowed on premises at any time. Ohio Law now holds the Host(ess) responsible for the actions of anyone who has been served intoxicating beverages at contracted function. Anyone found violating this policy will be asked to leave the premises.

Food and Beverage:

Outside Caterers are held responsible for the quality and freshness of food served to their client. Licensed Caterers are allowed to use the facility's kitchen with prior notice to Banquet Coordinator. Caterers are responsible for complete clean up of facility's kitchen and removal of garbage. Caterers are to supply their own cooking and serving utensils and equipment and also to bring their own dishtowels. If an outside caterer is used a Release of Liability Form must be completed and signed and returned to us by the caterer two weeks before your event.

Calvary Bible Chapel Family Life Center offers on-site catering for your event. If our catering services are used, we are held responsible for the same quality and freshness of food served. Therefore, if we are catering your event, no food may be brought to an event from another source. If left over food is taken from the premises, client cannot and will not hold Calvary Bible Chapel Family Life Center liable for any medical problems or incidences that may occur from food that was removed.

Set-up and Clean Up:

Our Center provides the room set-up, per your request, including tables, chairs, and waste receptacles. Our staff will clean and take down tables & chairs after your function. Client is responsible for any and all decorations and these items must be removed immediately after function.

Calvary Bible Chapel Family Life Center is not responsible for any lost or damaged articles left in the banquet facility by clients or their guests.

Our janitorial staff will be available during your function to assist you with any needs you might have during your event. However, cleaning off the guest tables and removing all decorations is your responsibility.

Religious Ceremonies or Celebrations:

We do not allow any religious ceremonies or celebrations outside the framework of our Statement of Faith beliefs to be conducted in our Family Life Center without the sanction of our CBC Board of Directors or the Rental Review Committee. Any requests to conduct any ceremonies or celebrations must be submitted in writing for review by the board at least thirty days before the date of the event.

I have read the Statement of Faith and agree to it's terms.

Customer: _____

Date: _____

Calvary Bible Chapel
Family Life Center Banquet Facility
-Buffet Menu Selections-

Hot Entrees

Oven-Roasted Chicken
Sliced Sirloin of Beef
Honey Glazed Baked Ham
Baked Polish Style Kielbasa
Swedish Meatballs
Spaghetti w/meat sauce
Spaghetti Marinara
Roasted Pork Loin

Potato Choices

Whipped Potatoes with Gravy
Bread Dressing with Gravy
Buttered Red Skin Potatoes
Scalloped Potatoes
Baked Potatoes with Sour Cream
Glazed Sweet Potatoes
Buttered Egg Noodles

Vegetable Choices

Seasoned Green Beans
Buttered Corn
Mixed Vegetables
Sweet Peas with Onions
Sweet & Sour Cabbage
Green Bean Casserole
Glazed Baby Carrots
Broccoli & Cauliflower

Choice of Two Hot Entrées: \$14.00 per person
Choice of Three Hot Entrées: \$16.00 per person

Includes One Potato and One Vegetable Choice.

***All Buffets include:**

Garden Salad w/choice of dressings
Rolls and Butter
Coffee, Tea, and Punch

Desserts Available at Additional Cost:

Various Cakes: \$1.00 per person
Various Pies: \$1.50 per person

Soda & Juice Bar Available at Additional Cost:

Soda Bar at \$1.00 per person
Juice Bar at \$2.00 per person

25% Discount Given on Hall Rental if our Caterer is used.

Calvary Bible Chapel
Catering Release of Liability Agreement

By signing this agreement I assume all liability and responsibility for any foods or beverages served for the _____ on _____, which will be held in the facilities of Calvary Bible Chapel, Toledo, Ohio.

I understand that alcoholic beverages are not permitted, and will not be served at any time during the dinner by my staff.

I release Calvary Bible Chapel and its officers of any liability for any services that I might render during this function.

I further agree that I may use the commercial kitchen in the Family Life Center of Calvary Bible Chapel, the coffee pots, and other kitchen utensils and equipment.

I understand that if any equipment is damaged or missing, any amounts due Calvary Bible Chapel for repairs or replacement will be billed to _____.

I also fully understand that I must completely clean and sterilize any equipment used, and that failure to do so will inflict a clean up charge which will be billed to the person renting the facility.

Printed Name

Date

Signature

Phone Number

Address

City, State, ZIP Code

Witness

Witness Address

Witness Phone

