



Wedding Book
Hebron Baptist Church

Dear Engaged Couple:

Congratulations on your upcoming wedding! We are happy that you wish to schedule your wedding ceremony to be held at Hebron Baptist Church. Marriage is a Holy Ordinance of God and should not be taken lightly, and 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 for Hebron Baptist Church. Please take the time to review this booklet carefully. You should fill out the Request for Wedding Reservation form (pages 13-14) and return as soon as possible. In addition, payment of a non-refundable \$75 deposit is required. Please note: All weddings are considered “pending” and will not be added to the church calendar until the following requirements are met: 1) the \$75 deposit is paid, 2) Request for Wedding Reservation form is submitted, and 3) Pre-marriage surveys are completed and approved by officiating Pastor. (Please note: If using a non-Hebron pastor, pre-marriage surveys are not required.)

You will also find forms regarding the details of your wedding ceremony, as well as forms for your service providers to complete. Forms to be completed by the bride/groom should be returned as soon as the respective details become available. Service provider agreements should be returned no later than 30 days prior to the wedding date.

If you would like a Hebron Pastor to officiate your wedding ceremony, the following is required: 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 Pre-Marriage Survey, which is also found on our website. Before a Hebron Pastor will commit to officiate your wedding ceremony, he will review and approve the surveys. Therefore, it is suggested that you submit completed surveys in a timely manner to the following address: Hebron Baptist Church, P.O. Box 279, Dacula, Ga. 30019, Attn: Wedding Coordinator. Lastly, couples are required to complete at least three and up to five, 1-hour sessions of pre-marital counseling with Lifeskills Counseling Service. You should contact Lifeskills directly at 770-714-3567 to schedule your counseling appointments.

Finally, please sign and return this letter stating that you have read, understand and agree to abide by the guidelines for booking your wedding at Hebron.

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

Sincerely in Christ,

Arizona Black
Wedding Coordinator
Hebron Baptist Church
770-962-3671, ext. 286
weddings@hebronchurch.org

Bride's Signature

Groom's Signature

Introduction

One of the ministries of Hebron Baptist Church is to provide a place where a Christian marriage ceremony can be performed for members of the church. It will be most meaningful to you and your families 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 the provisions.

Please Read Policies Carefully

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Setting the Date and Time

*A request for a wedding reservation on the church calendar should be made through the Wedding Coordinator at the earliest possible time, but no more than twelve months in advance. The enclosed Request for Wedding Reservation form must be completed and returned, along with your \$75 non-refundable deposit and completed pre-marriage surveys, before the requested date can be confirmed on the church calendar. Weddings may only be scheduled on Fridays or Saturdays, and rehearsals on Thursdays or Fridays. We request, in consideration of resetting rooms and equipment for Sunday services, that no wedding be planned later than 4:00 PM on Saturday and 7:30 PM on Friday. **If the time of your wedding changes from the time you requested, you should notify the Wedding Coordinator immediately.** Weddings will not be scheduled which conflict with any worship service or event involving the membership as a whole. Wedding invitations should not be printed until facility reservations are confirmed.*

No more than one wedding will be scheduled on any given date. Wedding receptions to be held on the Hebron campus will be allotted adequate time for set-up and preparation. Time allotments will be discussed with the Wedding Coordinator at the time of the reservation request. You will be allowed ample time for:

- ❖ Caterer and florist to decorate and clean up*
- ❖ Photographer to set- up and take photographs*

In order to accommodate the Hebron Church family, we only allow Hebron members to use our facilities for weddings.

Officiant

Hebron Baptist Church has several ministers on staff who officiate weddings. Submit the names of your first and second pastor of choice to the Wedding Coordinator. She will then check their availability.

Any Pastor or Minister, other than a Hebron Pastor, that is requested to officiate a wedding ceremony on the Hebron campus must acquire approval from the Sr. Pastor's office.

Facilities

The only facilities that can be reserved for weddings, receptions, and rehearsals are the Chapel, Fellowship Hall (Room B100, up to 75 people), and Gym A (over 75 people). Food and drinks are to be confined to the Fellowship Hall (B100) and Gym A only. No food or drinks are allowed in the Chapel.

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.

Note: Many of our rooms are set-up for Sunday morning services, and leaving our facilities as you found them would be much appreciated.

Thank you for your cooperation and understanding in this matter.

Where to Dress

*The bride's room is located in the basement of the Chapel ~ Room A109
The men' dressing area is located behind the Chapel ~ Room A209*

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.

Pre-Marital Counseling

If a Hebron pastor is to officiate your wedding, whether on or off the Hebron campus, three to five pre-marital counseling sessions with Lifeskills Counseling Service are required. It is your responsibility to call Lifeskills at 770-714-3567 to make arrangements for these sessions. Allow yourselves adequate time to complete all sessions prior to your scheduled wedding date. While the sessions are free to Hebron members, there is a \$40 per couple mandatory fee for personality profiles which will be completed as part of the counseling process.

Fees

Mandatory Fees

1. *Wedding Director -
This fee includes directing of wedding; using your own director will not
eliminate or reduce this fee\$100.00*

2. *Chapel Use and Cleanup -
Broom Clean* \$ 125.00*

3. *Fellowship Hall (B100) or Gym A Use: Wedding Reception
Broom Clean* \$ 150.00*

4. *Fellowship Hall (B100) Use: Wedding Rehearsal Dinner
Broom Clean* \$ 50.00*

5. *Sound Technician**See fee description on Page 9*

6. *Tablecloth Rental for round/rectangular tables***.....See Wedding
Coordinator.*

***The non-refundable \$75 deposit will be applied towards the total for
all wedding fees.***

**Broom Clean - It is the responsibility of the wedding party to clean
up and have facilities ready for our Operations staff to vacuum,
mop and take tables and chairs down, so they may be returned to
their proper place.*

***Fees for the Sound Technician must be paid directly to the
Technician before the event.*

****Tablecloth Rental - You are not required to rent the
tablecloths from Hebron church; you may use your
own linens if you wish. A price sheet is available upon
request.*

Wedding Music

It is most important to keep in mind that a wedding is a service of the church and the music should be in keeping with a ceremony that honors and glorifies our Lord Jesus Christ. You should submit your music selections to the Music & Worship Pastor. Final approval for any vocal selection and all music to be played at the ceremony and/or reception will be subject to his approval. If there is doubt about a selection of music, call the Music & Worship Pastor at the church for consultation. Arrangements for live music to be played at the reception must be pre-approved as well.

A copy of the order of the wedding 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 & wedding rehearsals. A list of recommended pianists is located on page 24.

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

Gratuities should be given directly to the pianist/instrumentalist and/or soloists at the wedding rehearsal.

Photography and Videography Policies

Upon arrival, the photographer is to identify himself to the Wedding Director. She will advise him/her where to set-up.

Flash photography is not allowed after the bride has entered the altar area. Other photos (such as time exposures) may be taken from the back of the sound room only. At no time during the ceremony will the photographer enter the altar area, the choir area, or place himself in such a position that would distract from the ceremony.

Video taping is allowed provided the equipment does not distract from the wedding ceremony. At no time will the operator enter the altar area.

Please give the proper forms to photographer (page 17) and videographer (page 18) to sign and return to Wedding Coordinator at least 30 days prior to the scheduled wedding date.

Sound Technicians

Wedding Ceremonies

All ceremonies will require a church-approved Sound Technician. The fee for the Sound Technician's services is \$100.00. This fee covers set-up and tear - down of equipment and being present to operate the system during both the rehearsal and the ceremony. If you wish to use the projection system for DVD or PowerPoint presentations, a second Technician will be required, and an additional fee of \$100.00 will apply. However, it is acceptable to provide your own DVD or PowerPoint operator to work in conjunction with an approved Sound Technician, thus avoiding the additional \$100.00 fee.

Rehearsal Dinner or Reception in Gym A or B100

If you have sound needs in Gym A or B100 for a rehearsal dinner or reception, acquiring a church-approved Sound Technician is needed, and a set-up fee of \$20.00 will apply. If you require a Sound Technician to be present during the event, this will be billed at \$20.00 per hour. You are not required to use a Hebron Sound Technician during events in Gym A or B100 if you have someone with sound experience to operate the sound system. However, the individual who will be operating the sound system must consult with the Media Ministry before the event to determine if he/she is qualified to operate the system.

Final determination of whether a Sound Technician should be present during events in Gym A or B100 will be left to the discretion of the Media Ministry office. Fees for smaller events, such as renewal ceremonies, will be determined on a case-by-case basis.

It is the responsibility of the bride and groom to acquire an approved Sound Technician from the list on page 24. Any additional questions regarding sound/media needs should be directed to the Media Ministry Office, 770-277-6023.

Chapel Furniture/Equipment

If the piano is to be used, do not move it from its present location and be sure to replace the cover after use. This applies to both the rehearsal and wedding. Only experienced players should use the piano. Please do not allow children to use the piano.

Flowers and Decorations

The Hebron chapel provides a beautiful setting for a sacred and memorable service. The wedding party is responsible for communication with the florist for decoration and floral placement.

Care should be taken to protect all church property, therefore the following guidelines should be observed. (A copy of the guidelines, found on page 16 should be given to your florist).

- 1. No nails, tacks, staples, tape or glue may be used to attach decorations to the walls, woodwork, pews, furniture, windows or floors. We recommend using wall mounting tabs, over-the-pew hooks, clear suction cups with hooks, etc...*
- 2. Only dripless, mechanical candles can be used. It is also imperative that the flooring be thoroughly protected by plastic.*
- 3. Florists will be held responsible for the cleaning of debris from all floor coverings and furniture. It is the wedding party's responsibility to check and make sure this is taken care of before leaving the Hebron campus. All flowers, candles, decorations, etc. must be removed after the wedding. The chapel is to be cleaned immediately after the ceremony, **before the reception** thus allowing our Operations Staff time to set-up for Sunday. All facilities must be left "broom clean" after removal of flowers, candles, decorations, etc.*
- 4. At no time are live flower petals to be used inside the church or on the church grounds. (We suggest bird seed, bubbles, silk petals, etc...).*
- 5. On any given holiday (ie: Christmas, Easter, Fourth of July) the chapel may have special decorations. It is understood that these decorations will not be removed or disturbed. Please consult with the Wedding Coordinator on this so there will be no misunderstanding.*
- 6. All materials in the pew racks shall remain in place.*

Catering and Kitchen Policies

If you wish to use the kitchens in Fellowship Hall (B100) or Gym A, you must reserve them when you reserve the Chapel. There are tables and chairs available for your use at no extra charge. It will be the responsibility of the caterer/wedding party to arrange the tables and chairs to fit their preference. Inform the Wedding Coordinator of the number of tables and chairs you will need at least one month before the wedding. It is the responsibility of the caterer to leave the reception area “broom clean”, tables clean, and all trash put in bags. In the kitchens, the floors are to be swept and mopped before leaving and counter tops are to be cleaned and sanitized. The wedding party is responsible to make sure this is taken care of.

No alcoholic beverages of any kind may be consumed on the Hebron church premises.

Tablecloth rental is available. The Wedding Coordinator will make a price sheet available to you upon your request.

The kitchens are to be used as a staging area for food items. All cooking, baking, and frying should be done prior to caterer’s arrival. Caterers using Kitchen “A” should complete the “Kitchen Use Request Form” (found on page 23). This form should be submitted to the Wedding Coordinator at least one month prior to wedding date. This time is used to tour kitchen areas and review kitchen use policies.

It is mandatory that all first time caterers call to set a time to meet with the Hebron Food Service Coordinator (770-962-3671) at least 30 days prior to the wedding date.

A Certificate of Insurance is required for all caterers.

Additional Policies

- *For the sending off of the bride and groom, we suggest that bird seed be thrown instead of rice. Bubbles are also recommended. Please limit to outdoor use only.*
- *The wedding party is responsible for outdoor grounds clean-up for any decorations left behind from “wedding vehicle” departure.*
- *Hebron is a smoke-free environment. We ask that you refrain from smoking while on the church campus.*
- *Hebron church will not be responsible for personal items (i.e. food, gifts, service ware, etc...) brought to the church for use in a wedding, nor shall the church be liable for such items if lost, stolen or damaged.*

A Final Word

The bride and groom are required to sign the enclosed Request for Wedding Reservation form agreeing that they will comply with the foregoing rules. Reservations for church facilities will be considered “confirmed” only when the Request for Wedding Reservation Form, the non-refundable \$75 deposit and the Pre-marriage surveys have been returned to the Wedding Coordinator.

Checks for the use of the church facilities and resources should be made payable to Hebron Baptist Church. Soloists, musicians, florists, photographers, videographers, sound technicians and other persons hired by the wedding party shall be paid directly by the wedding party. It is then understood that the church is in no way responsible for any legal obligation that may arise from the hiring of such persons.

It is the responsibility of the bride and groom to see that all agreements for service providers (florist, photographer, videographer, caterer) are completed, signed and returned to the Wedding Coordinator at least 30 days prior to the wedding date.

It is hoped that this book will be informative and helpful. If you have questions, the Wedding Coordinator will be glad to assist you, or refer you to the proper individual/department for assistance.

Phone Numbers

Wedding Coordinator: Arizona Black – 770-962-3671

Wedding Director: Tina Killian - 770-967-1516

Lifeskills Counseling Service - 770-714-3567

Media Ministry Office – 770-277-6023

Food Service Coordinator – 770-962-3671

Church Address

*Hebron Baptist Church
202 Hebron Church Road
Dacula, GA 30019
770-962-3671*

Mailing Address

*P.O. Box 279
Dacula, GA 30019*

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 _____

New Phone Number _____

PLEASE RESERVE

Ceremony and Reception

Chapel & Fellowship Hall ~B100 (under 75 guests) _____

Chapel & Gym A (over 75 guests) _____

Chapel Only _____

Fellowship Hall (B100) for Rehearsal Dinner _____

Minister Officiating _____ *Phone* _____

I would like my wedding announced on the Hebron website: Yes No

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

Do you and your wedding party agree to abide by these policies and to be liable for any damages that may result from violating them? _____

~ ~ ~

Please note that all applicable fees are due in the church office no later than 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 and all those providing professional service aware of these policies.

NOTICE

PLEASE RETURN THIS FORM SIGNED AND DATED, ALONG WITH YOUR \$75 NON-REFUNDABLE DEPOSIT AND COMPLETED PRE-MARRIAGE SURVEYS, TO THE CHURCH OFFICE AS SOON AS POSSIBLE. YOUR RESERVATIONS CAN NOT BE CONFIRMED UNTIL THESE ITEMS HAVE BEEN RECEIVED.

Bride's Signature _____

Date _____

Groom's Signature _____

Date _____

(Please complete and return 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 for 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 from list on page 24)

We know it is not always possible for you to submit this form complete at the time you are reserving the church facilities. Please fill out as much information as possible and return with Request for Wedding Reservation Form, \$75 non-refundable deposit and pre-marriage surveys. 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.)

FLOWERS AND DECORATIONS ***(Florist Agreement)***

The Hebron Chapel provides a beautiful setting for a sacred and memorable service. A minimum of decoration is required and should be carefully planned. It is the responsibility of the wedding party to arrange with a florist for decorations.

Florists or individuals who decorate the Chapel 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 will be responsible for payment. At no time are live flower petals to be used inside the church or on church grounds. Please note: silk flowers, bird seed, and bubbles are permitted. Bird seed should be used outdoors only.

Candles must be of the dripleless, mechanical variety. It is also imperative that all floor coverings be protected by plastic. Florists will be held responsible for any wax removal charges incurred resulting in failure to properly protect floor coverings. Under no conditions shall decorations be attached to pews or other furniture by nailing, tacking, stapling, taping, or gluing.

All decorations, flowers, and other equipment shall be removed from the church building immediately following the wedding ceremony/reception. (Hebron does not provide facilities for storing these items.)

All facilities shall be left "broom clean" after removal of flowers, candles, etc.

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.

FLORIST/DECORATOR WEDDING AGREEMENT

We 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.)

PHOTOGRAPHS
(Photographer Agreement)

Upon arrival, the photographer is to identify him/herself to the Wedding Director. She will advise him/her where to set-up.

Flash photographs are not allowed after the bride has entered the altar area.

Other photographs (such as time exposures) may be taken from the back of the sound room only.

At no time during the ceremony will the photographer enter the altar area, the choir area, or place him/herself 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.

PHOTOGRAPHER WEDDING AGREEMENT

We 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.)

VIDEOGRAPHY
(Videographer Agreement)

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

Video taping is allowed provided the equipment does not distract from the ceremony. At no time will the operator enter the altar area.

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.

VIDEOGRAPHER WEDDING AGREEMENT

We 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.)

CATERING

Rehearsal Dinner

(Caterer Agreement)

Hebron has tables and chairs available for use at no extra charge. It will be the responsibility of the caterer/wedding party to arrange the tables and chairs to fit their preference. Please have the bride supply this information on the "Wedding Details" form. The kitchen is available to use along with the Fellowship Hall for rehearsal dinners. However, kitchen facilities must be booked through the Wedding Coordinator. The kitchen is to be used as a staging area for food. It is the responsibility of the caterer to leave all facilities "broom clean," tables and counter tops clean, trash cans emptied, and trash taken to the dumpster. The dumpster is located in green parking lot adjacent to Fence Rd.

If you are a first-time caterer to Hebron, it is mandatory that you call to set up a time to meet with our Food Service Coordinator (770-962-3671) at least 30 days prior to the wedding date. A Certificate of Insurance is also required for all caterers.

Policies Regarding Kitchen Use

In order to maintain a sanitary and orderly kitchen, it is the responsibility of the caterer to abide by the following policies regarding the use of Kitchen A (Gym A) or Kitchen B (B100).

1. Items borrowed while using the kitchen facilities (i.e. bowls, knives, pots, sheet pans, etc.) must be washed with soap and water, dried and returned to their original locations. **UNDER NO CIRCUMSTANCES SHOULD ITEMS LEAVE THE KITCHENS OR BE LEFT DIRTY FOR THE FOOD SERVICE STAFF TO CLEAN.**
2. Linens stored in the kitchen facilities must not be used unless previously approved by the Food Service Coordinator.
3. The Caterer is permitted use of refrigerator, freezer, warmers and the ice machine.
4. Kitchen supplies such as, but not limited to foil, film, disposable pans, zip lock bags, soap, ketchup, mayonnaise, salt, pepper, disposable cups, disposable plates, etc. must be provided by the caterer and must not be taken from kitchen facilities.
5. Personal items brought into the kitchen facilities (i.e. food, gifts, service ware, etc...) 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 dumpster located in the green parking lot adjacent to Fence Rd.
7. Floors must be swept and mopped upon departure.
8. Countertops and appliances must be wiped down upon departure.
9. Kitchen doors and windows must be locked upon departure.

Failure to comply with the guidelines set forth may result in your not being allowed to cater future events at Hebron Baptist Church.

CATERING/KITCHEN FACILITIES USE AGREEMENT

We 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.)

CATERING

Wedding Reception

(Caterer Agreement)

Hebron has tables and chairs available for use 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 wedding party shall inform the Wedding Coordinator, upon completion of the "Wedding Details" form, the number of tables and chairs needed at least one month prior to the wedding date. The kitchen is available to use along with the Fellowship Hall (B100) or Gym A; however, the facility shall be booked with the Wedding Coordinator. The kitchen is to be used as a staging area for food. It is the responsibility of the caterer to leave all facilities "broom clean," tables and counter tops clean, trash cans emptied, and trash taken to the dumpster. Dumpsters are located in the green parking lot adjacent to Fence Rd.

Caterers are required to submit a \$150 deposit (payable to Hebron Baptist Church) for use of Kitchen "A". This deposit is refundable as long as all kitchen use guidelines are followed and no kitchen equipment is damaged. Caterers using Kitchen "A" must also complete the "Kitchen Use Request Form", found on page 23, and return to the Wedding Coordinator at least 30 days prior to the wedding date.

If you are a first-time caterer to Hebron, it is mandatory that you call to set up a time to meet with our Food Service Coordinator (770-962-3671) at least 30 days prior to the wedding date. A Certificate of Insurance is required for all caterers.

Policies Regarding Kitchen Use

In order to maintain a sanitary and orderly kitchen, it is the responsibility of the Caterer to abide by the following policies regarding the use of Kitchen A (Gym A) or Kitchen B (B100).

1. Items borrowed while using the kitchen facilities (i.e. bowls, knives, pots, sheet pans, etc.) must be washed with soap and water, dried and returned to their original locations. **UNDER NO CIRCUMSTANCES SHOULD ITEMS LEAVE THE KITCHENS OR BE LEFT DIRTY FOR THE FOOD SERVICE STAFF TO CLEAN.**
2. Linens stored in the kitchen facilities must not be used unless previously approved by the Food Service Coordinator.
3. The Caterer is permitted use of refrigerator, freezer, warmers and the ice machine.
4. Perishable items such as, but not limited to foil, film, disposable pans, zip lock bags, soap, ketchup, mayonnaise, salt, pepper, disposable cups, disposable plates, etc. must be provided by the Caterer and must not be taken from kitchen facilities.
5. Personal items brought into the kitchen facilities (i.e. food, gifts, service ware, etc.) 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 dumpster located in the green parking lot adjacent to Fence Rd.
7. Floors must be swept and mopped upon departure.
8. Countertops and appliances must be wiped down upon departure.
9. Kitchen doors and windows must be locked upon departure.

Failure to comply with the guidelines set forth may result in your not being allowed to cater future events at Hebron Baptist Church.

CATERING/KITCHEN FACILITIES USE AGREEMENT

We agree to comply with the rules and regulations of the 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.)

Kitchen Use Request Form Wedding Caterer

Wedding Date _____ Time _____

Bride/Groom Names _____

Contact Numbers ~ Bride _____ Groom _____

Caterer Name _____ Contact Number _____
(print)

Please note: The kitchen facility is to be utilized as a staging area for food preparation.

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.)*

Approved Sound Technicians

Tim Anderson 678-376-2623

Justin Hume 678-936-3190

Jeremy McBryer 770-861-6052

Projection System Operators

*Please contact Jackie in the Media Ministry Office for assistance.
770-277-6023*

***Fee for each Sound Technician used should be paid directly to
Technician(s) before the event.***

Pianists Suggestions

Pam Turner 770-962-3319 Pianist

Ginger Meyer 678-372-3858 Pianist

Rebekah Castner 678-376-9333 Pianist

***Fee for pianist 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,
Associate Pastor of Instrumental Music, in the Music Office at 770-277-6023.*

Check List

Date Completed

Upon Receipt of Materials:

1. *Submit "Request for Wedding Reservation" form* _____
2. *Submit \$75 non-refundable deposit* _____
3. *Submit completed Pre-marriage Surveys* _____
4. *Submit "Wedding Details" form* _____

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 Service to schedule pre-marital counseling appointments (770-714-3567)* _____
7. *Acquire Sound Technician from approved list (page 24)* _____

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 and/or wedding reception, number of tablecloths needed, etc.* _____
12. *Confirm times florist, caterers and bride will arrive at church* _____
13. *Submit signed agreements for florist, caterer(s), Photographer and videographer* _____
14. *Make final payment to church* _____
15. *Call church with new address and phone number* _____