

Newcastle Baptist Tabernacle

Laman & Dawson Streets

Newcastle. NSW 2300

WEDDING POLICY

We appreciate that preparing for a wedding can be a very stressful time, and the more time allowed, the greater chance of thinking through all the contingencies and issues that may arise. That's one reason we recommend that, if you choose to proceed with a booking, a couple of people from the Bridal party or their families visit the Tabernacle and talk with the Pastor about how to ensure things flow as smoothly as possible for your wedding.

Because this is a church building, consecrated for Christian ministry, the following provisions must be stated up front:

1. The service must be conducted by a Registered Minister of Religion who is authorized to celebrate weddings. It is inappropriate for a civil celebrant to officiate at a marriage service in the Tabernacle. If you use a Minister other than the Pastor of the Tabernacle, it would be good for them to have some communication with the Tabernacle as soon as possible.
2. Both parties must be eligible to marry under the provisions of the Australian Government's Marriage Act, and in accord with the rites and practices of the Baptist faith and order.
3. The couple must undertake some recognized pre-marriage counseling. This can be arranged either with the Pastor of the Tabernacle or the Minister or Priest of your own Parish Church.

You are encouraged to ensure that the exact time indicated for the rehearsals and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

WEDDING MUSIC:

A celebration of Christian Marriage is still a service of worship. You are encouraged, therefore, to select music which celebrates and affirms God's presence both as Witness to the ceremony and the Foundation on which the marriage is to be built.

If you have a soloist or other musical item, please ensure that their contribution also fits within the parameters of a celebratory Worship service

PHOTOGRAPHERS:

It is common practice for photographers to take pictures while the service is in progress. The continued or excessive use of a flash unit is a distraction to your guests. Please ensure that the photographer maintains a discreet profile during the service. The Minister will usually allow time for the congregation to take pictures of the bridal party following the signing of the register

FEES:

Where the members of the Bridal party have no regular association with the Tabernacle congregation the fee for use of the church facilities will be:-

1. A 'Use of facility ' Bond: \$250.00

It is anticipated that this bond be fully refunded after the event. As indicated below, it is the responsibility of those hiring the Tabernacle to ensure that it is 'broom clean' when you leave. However, if there has been any damage to the Tabernacle facilities, or if the Church is required to engage cleaners the fee for such services or repairs will be deducted from the bond.

2. Use of the chapel: \$500.00

(This includes time for setting up, rehearsal and the wedding ceremony.)

3. Sound system operator: \$50.00

4. Utility fee for reception: (if required) \$320.00

5. Organist (if required) \$100.00

The total cost of the use of the building and the bond, must be paid to the church one month before the date of the wedding.

The Bride and Groom are required to sign the attached reservation form agreeing to these conditions, and to provide to the Pastor or Church Secretary as soon as possible to reserve your booking request. Reservations for the building will be considered firm when the Wedding Reservation Form and Release of Liability form has been filled out and returned to the church office with a holding deposit and full payment 30 days before the wedding day. Cheques for the wedding fees and Bond should be made out to the Newcastle Baptist Tabernacle. Direct Debit facilities are also available see the attached Reservation form for details.

Should there be no need for deductions from the bond this will be returned in full 7 days after the Wedding.

You must also sign and include the Acceptance of Responsibility and Release from Liability form attached, to cover all your guests and service providers.

Fees for organist and Sound System operator should be paid directly to the individual. The church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

Should the Pastor of the Newcastle Baptist Tabernacle be asked to officiate at your wedding the fee is \$200 and this should be discussed with the Pastor.

The telephone number of the church is 02 4927 8378. Office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

CANCELLATION:

In the event that it becomes necessary to cancel your booking, a full refund of the deposit or payment is available if 1 month's **written** notice of such cancellation is provided to the Church Secretary or Pastor. Should a cancellation occur before the wedding date you will incur a deduction of 10% for administration costs. Cancellation of less than one month's notice will forfeit all fees paid

FLOWERS AND DECORATIONS:

(PLEASE ENSURE YOUR FLORIST ADHERES TO THESE NOTES.)

As mentioned, the setting within the Tabernacle is designed for services of Christian worship - which by their nature include celebratory elements. It is the responsibility of the bride's family to arrange with a florist for decorations.

Please ensure that decorations ARE NOT attached to the furniture by pinning, taping, gluing or nailing.

When the facilities are used on Saturday night or Sunday, all decorations, flowers, and other equipment shall be removed from the church building immediately following its use. (There is no storage facility).

By prior agreement, flowers may be left in the Tabernacle until the conclusion of the Sunday services.

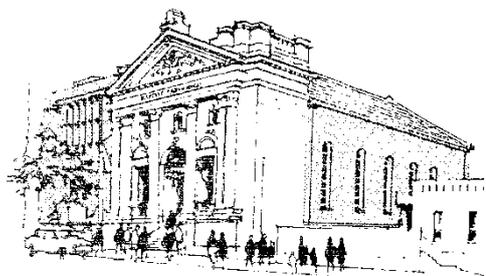
All facilities must be left "broom clean" after removal of flowers etc. (In the event that extra help is required by the church to put facilities back into their usual conditions, the amount will be deducted from the bond.) Fans or heating will be turned on only at a reasonable time before any scheduled event (usually not more than an hour in advance.) Florist should note this and not bring flowers too early.

Members of the Bridal party, their guests, Photographers, Florist, Caterers and their employees must refrain from the use of irreverent language, discourteous actions, and from smoking inside of the building.

NOTE: There is to be no rice, birdseed, or any kind of confetti thrown inside the church building. These may be thrown outside, but must be removed after the service. The wedding party must remove any such packaging before leaving.

All applications are subject to Church approval

Thanking you in anticipation,



Newcastle Baptist Tabernacle

Laman & Dawson St

Newcastle. NSW 2300

REQUEST FOR WEDDING RESERVATION

Anticipated Date of Wedding: _____

Name of Bride: _____

Present Address: _____

Phone or email: _____

Name of Groom: _____

Present Address: _____

Phone or email: _____

Is there any regular connection with The Newcastle Baptist Tabernacle?

Yes No (Circle one)

If approved, please reserve for us: (check one)

Chapel only

Chapel and hall:

Do you plan to dress at the church?

Yes No (Circle one)

If yes, how many rooms will be needed? _____

Rehearsal: Date: _____ Time: _____

Minister: _____ Organist _____

Any other special requests: _____

Signatures of Bride and Groom: _____

Date: _____

Please return to the Pastor or Church Secretary at your earliest convenience. Reservations will only be considered only upon receipt of this completed application and be subject to Church approval.

Acceptance of Responsibility

I agree to be responsible for the conduct of those participating in the activity for which this application is being made, and for any damages beyond normal wear and tear which occur as a result of our usage.

I am responsible for any arrangement of the facility and will return the facility to its original set up

I am also responsible for making sure the area I use is cleaned and ready for use immediately the event concludes

I will remove all signs and decorations posted for my event at the conclusion of the event.

Name of Bride and Groom (Please print) _____

Signature of Bride and Groom _____

Date: _____ Phone: _____ Email: _____

Release of Liability

This Release of Liability is between the above named Bride and Groom and Newcastle Baptist Tabernacle (The Church)

Recitals:

The Church is the owner of the real property and improvements located at the corner of Laman and Dawson Streets Newcastle NSW 2300

The above named Bride and Groom wishes to use the property described for a Wedding event.

NOW THEREFORE in consideration of the Church permitting the above named Bride and Groom to use this property and improvements described above, the Bride and Groom agrees as follows:-

1.The Bride and Groom hereby release, discharges and covenants not to sue the Church, or its administrators, Directors, agents, officers, members, volunteers, and employees from any and all liability, claims, demands, losses or damages arising out of the Bride and Groom use of the Property. If any member, guest, invitee or participant of the said Wedding or event makes any claim against the Church or its administrators, Directors, agents, officers, members, volunteers, and employees, in connection with the Bride and Groom use of the Property, the said Bride and Groom will indemnify, defend and hold the Church and its administrators, Directors, agents, officers, members, volunteers, and employees harmless from any and all litigation expenses, attorney's fees, losses, liabilities, damages and costs arising out of such a claim.

Name of Bride and Groom (Please print): _____

Signature of Bride and Groom _____

Date: _____