



## **Bridal Packet**

Hi. My name is **Ella Mae Lemen**.

Congratulations on your engagement! I look forward to hosting your wedding, and meeting those special to you! In this packet, you will find helpful information for your rehearsal and wedding day.

I am here to help! Please contact me for questions or wedding updates.



**765-749-5941** (call or text) OR **[ellamae@fbcmuncie.org](mailto:ellamae@fbcmuncie.org)**

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## PLANNING

Your hostess will contact you 2-4 weeks prior to your wedding to discuss wedding details. This discussion can either be in person or by phone. During this time we will verbally review this document. So be sure to have it handy. 😊

## BRIDE AND GROOM'S ROOMS

We provide a bride and groom's room. We ask that you please not move large pieces of furniture around. If small chairs or tables are moved, please return everything back to where you found it. All trash is to be placed in trash cans.

## DECORATING SETUP AND REMOVAL

*(Please also relay this info to all vendors and to your wedding party)*

- You will want to consider decorating on Friday if you feel that you cannot decorate within the allotted 1 ½ hours for the rehearsal time.
- If you will be decorating on Friday, or need to visit the church for any reason, please note the times below when a receptionist will be holding office hours. I suggest calling first to alert them you are coming.
- Decorations will need to be removed immediately following the ceremony.
  - including flower pedals or other items are sprinkled down the aisle

Church Office Hours - 9-12 and 1-4, closed for lunch from 12-1

Church Office Number - 765-284-7749

## REHEARSAL

*(Please also relay this info to all vendors and to your wedding party)*

- You are allotted a total of 1 ½ hours for rehearsal.
- Your hostess will open the church 15 minutes prior to rehearsal. We have allotted up to 1 1/2 hours for rehearsal. There is a \$50 charge for every ½ hour beyond the allotted time. Therefore, any decorating of the sanctuary may need to be accomplished during office hours the day of rehearsal (office hours 9-12 or 1-4).
- Your hostess is available to offer assistance with rehearsal if you so choose. He/She will work with your wedding officiant to run a smooth and efficient rehearsal

HOSTESS ARRIVAL TIME FOR REHEARSAL	
ALLOTTED TIME FOR REHEARSAL	

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## MISC. INFO

- Length of the church aisle: 65 feet from the door to the base of the stage stairs
- Width of the church aisle: 65 inches
- Number of pews: 36 on either side - total of 72
- Our church can accommodate roughly 300-325 guests without use of the balcony,

## WEDDING DAY

*(Please also relay this info to all vendors and to your wedding party)*

- Our church has set the policy that a hostess must be present at the church at all times with the wedding party. Due to this policy, the contract sets a 4 hour opening limit prior to the wedding to help safeguard the hostess from being at the church an extensive amount of hours.
- According to your photography plans, you may want to consider hair/makeup preparations outside of the church.

HOSTESS EARLIEST ARRIVAL TIME FOR YOUR WEDDING	
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## CHURCH ENTRANCE

*(Please also relay this info to all vendors and to your wedding party)*

- Please use the East and West glass doors for early entrance into the church for rehearsal and wedding day, These doors are automated and will be set to accommodate your arrival.
- We have a handicap entrance and elevator for those in need of such services.

## USAGE RESTRICTIONS

*(Please also relay this info to all vendors and to your wedding party)*

- Smoking and alcoholic beverages are not permitted in or around the facility.
- only use NON drip candles
- do not use products/tapes/nails on wood/furniture/other that could cause damage
- no containers of candles or liquid lining the Church aisle
- do not place items on top of the piano

- We ask that you not move the large communion table in the sanctuary. It is very fragile \*You are welcome to use other tables that are listed under the section ITEMS AVAILABLE FOR USE
- If using an aisle runner, we suggest attaching it to the carpet using stick pins. Please note the risk of damaging the carpet.

## **ITEMS AVAILABLE FOR USE IN YOUR WEDDING CEREMONY**

You are welcome to use these items with respect and care. You may move them around within the sanctuary and narthex area only. We politely ask that you return them back to where you found them following the ceremony.

- Rectangle, glassed table, located in the narthex
- Wooden table, located in the narthex
- 2 round stands, located in the sanctuary
- 2 square stands, located in the sanctuary
- chairs, hostess has access
- music stands, hostess has access
- small podium, located in the sanctuary
- large podium, located in the sanctuary

## **FINAL WEDDING CEREMONY PAYMENTS ARE DUE ONE WEEK BEFORE WEDDING**

DUE DATE	
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There will be a \$50 late fee for payments not received one week prior to your rehearsal.

1. Pastor \$300 if using our Pastor: WADE ALLEN (if using our pastor there is a \$50 fee for counseling materials, payable to First Baptist, before counseling begins.)
2. Sound Tech \$100
3. Hostess \$300
4. Cleaning Fee \$75
5. Organist/Pianist (fee will be discussed with your musician)
6. Building Usage Fee \$200: TO FIRST BAPTIST CHURCH

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## INFORMATION FOR THE USE OF OUR FELLOWSHIP HALL FOR RECEPTIONS AND REHEARSALS

### Fees for using fellowship hall for rehearsal or reception:

1. Hostess \$200 for up to 3 hours (\$50 every half hour after):
2. Cleaning \$75
  - If you plan to use our kitchen area for any reason, you will need to schedule a meeting with our Kitchen Coordinator to discuss Kitchen Regulations. Your hostess will assist you in this scheduling.
  - You are allotted a 3 hour time slot for your reception.
    - This time begins with the bride and groom's arrival AND INCLUDES the time it takes to clean up.
    - *Example: bride and groom enter the reception at 5:00 p.m. - everything is cleaned and restored back to its original state with everyone left by 8 p.m.*

### Your responsibilities for clean up include:

- putting all tables and chairs, along with any other items used, back to where you found them upon arrival
- removal of all your decorations
- all trash in trash cans
- removal of EVERYTHING that you bring in

### What is available for use:

- 14 ROUND TABLES (6 FT)
- 5 RECTANGLE TABLES (8 FT)
- 3 RECTANGLE TABLES (6 FT)
- CHAIRS and SPACE for up to 125 guests.
- We do *not* provide: Tablecloths, table decor, sound tech, cutlery, dishes

### Fellowship Hall usage restrictions

- Music should be tasteful with NO vulgar language.
- No alcohol or smoking permitted anywhere on church property.

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## Contact Information

### Wedding Hostess:

Ella Mae Lemen 765-749-5941 or [ellamae@fbcuncie.org](mailto:ellamae@fbcuncie.org)

### Pianist

Cliff Davis - 203-362-7042

### Organists

Molly Flodder: 765-282-0657, [flodder@comcast.net](mailto:flodder@comcast.net)

Cliff Davis 203-362-7042

### Sound Techs

David Rodriguez [drod7425@gmail.com](mailto:drod7425@gmail.com)

- Please contact your sound tech with any questions concerning music or slides for your ceremony
- thumb drives preferred for recorded music

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## **GUIDELINES DURING COVID-19**

**Masks ARE REQUIRED for full refund of damage deposit in the following ways:**

### FOR WEDDING GUESTS

Signs are placed for wedding guests, upon entering the church, asking them to wear a mask and use hand sanitizer. Masks are REQUIRED. Please assign someone to the task of enforcing masks. We will not be amongst your guests to do so ourselves.

Unfortunately, we have had a situation where ½ guests were not wearing masks. If this dynamic happens we will need to WITHHOLD ½ the damage deposit. We do understand that some have medical conditions and cannot wear masks.

\*It is suggested that your Pastor release guests by rows, starting from the back of the sanctuary, to help with social distancing.

### FOR WEDDING PARTY

We do not expect the wedding party to wear masks during the wedding. We will leave this to the discretion of the bride and groom.

### FOR REHEARSAL

Please have everyone wear masks! It is up to your discretion with Bride and Groom and Pastor wearing masks when rehearsing vows and such. It is understandable that the Pastor may need to remove his mask in order to communicate.

### INTERACTION WITH OUR STAFF

Please respect social distancing with our sound tech and hostess.

Both will be available by cell phone and will be able to communicate with you, in person, from the balcony.

IF interaction other than phone or balcony is needed (say you need something brought to you, or you need to deliver an item to them, etc), a MASK WILL BE REQUIRED IN THESE INTERACTIONS, AND A 6 FOOT DISTANCE BEING KEPT AS MUCH AS POSSIBLE.

Thank you again for caring about our staff and adhering to these requests.

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## INTERACTION WITH OUR STAFF PRIOR TO THE WEDDING

There will most likely be a time when you meet with your hostess or sound tech to discuss final details or walk through the building.

Please be aware that WE WILL BE PRACTICING SOCIAL DISTANCING and REQUIRING A MASK.

### **Space available to the wedding party will be limited to:**

#### Basement

The basement will house dressing rooms for the bride and groom, restrooms for bridal party and family

#### Sanctuary, but NOT the balcony

The balcony will not be available for any reason to the bridal party or guests.

#### Handicap bathroom on the main floor

This bathroom will be available to wedding party, family and guests.

#### Elevator

The elevator will be used as passage to the basement and main floor. The 3rd floor (top floor) will NOT be available for usage by wedding party or guests.

#### Entrances

The main double, wooden doors at the front of the church off of Adams Street.

Please do not prop any doors open.

### **Areas that will NOT be available for weddings:**

- The main floor (except for spaces mentioned above)
- Child care areas
- Balcony
- The top floor
- Fellowship Hall and Kitchen
- East and West Side glass doors
- Rooms on the basement level floor that are not marked for wedding use

Please be aware that usage of undesignated areas within the church will result in the loss of your damage deposit.



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Please sign and return this page to the Wedding hostess

## **ACCEPTANCE OF THE AGREEMENT**

Please kindly note that negligence in adhering to these guidelines, or if damage should occur to church property, will result in a loss of damage deposit. Thank you for respecting our facility. We are honored to share this building that God has given to us with you.

I have read all of the above information contained within the Bridal Packet and agree to its contents

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Signature/Date

## **COVID LIABILITY RELEASE**

Thank you for choosing our space for your event. As with the transmission of any communicable disease like a cold or the flu, you may be exposed to COVID-19, also known as the “Coronavirus”, at any time or place. Be assured that we follow state and federal regulations and recommended universal protection and disinfection protocols to limit transmission of all diseases throughout our building

Despite our careful attention to sterilization and disinfection there is still a chance that you could be exposed to an illness in our building, just as you might be at your gym or grocery store. “Social Distancing” nationwide and wearing masks has reduced the transmission of the Coronavirus. Thus, no matter the reason for the gathering, we encourage social distancing at every event.

Although exposure is unlikely, do you accept the risk in booking your event with us?

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Signature/Date