

## Wedding Rental Application – With Pastoral Fees

Bethany Baptist Church ♦ 1150 Hilfiker Lane SE Salem, OR 97302 ♦ (503)362-2488

### Basic Information

Wedding Date \_\_\_\_\_ Wedding Time \_\_\_\_\_

Bride \_\_\_\_\_ Phone Number \_\_\_\_\_

Groom \_\_\_\_\_ Phone Number \_\_\_\_\_

Pastor who will be marrying you \_\_\_\_\_

### Wedding Fees

#### Option 1

##### Wedding Only

The following prices include

- **6 hours on the day prior to the event for set up and rehearsal**
- **6 hours on the day for wedding**
  - Use of building \$400.00  
*Includes auditorium, kitchen/Heritage hall, 1 nursery, 2 additional rooms for dressing rooms*
  - Coordinator (required) \$250.00
  - Custodian (required) \$250.00

#### Option 3

##### Reception only

The following prices include

- **4 hours on the day prior to the event for set up**
- **8 hours on the day for reception**
  - Use of building \$200.00  
*Includes auditorium or Heritage Hall & Kitchen (\$75 refundable deposit for Kitchen)*
  - Coordinator (required) \$200.00
  - Custodian (required) \$200.00

### Additional Information:

#### [Wedding Insurance Required](#)

[www.wedsafe.com](http://www.wedsafe.com)

[www.theeventhelper.com](http://www.theeventhelper.com) or

ask your private insurance carrier.

Please list Bethany Baptist Church as additional insured.

#### Option 2

##### Wedding and Reception

The following prices include

- **6 hours on the day prior to the event for set up and rehearsal**
- **9 hours on the day for wedding**
  - Use of building \$400.00  
*Includes auditorium, kitchen/Heritage hall, 1 nursery, 2 additional rooms for dressing rooms*
  - Coordinator (required) \$300.00
  - Custodian (required) \$300.00

### Additional Fees for all 3 Options

Any additional room usage	\$50/room
Additional hours needed	\$30/hour
Round Tables	\$10/table
Chairs	\$1/chair
Sound Technician	\$50 hour
First hour/\$20 each additional hour	
Nursery Attendant	\$25 each
(1 worker for every 10 children)	
Musician	\$75 each
(Instrumental/Vocal)	
Pastor (If you will be using one of Bethany's Pastors)	
6 pre-marital counseling sessions	
Required for material	\$ 50.00
Suggested premarital counseling fee	\$100.00
Rehearsal & Ceremony	\$100.00

**Additional Information**

Do you need to hire a sound technician? Yes  No   
If yes, how many hours? \_\_\_\_\_

Do you need to use the entire stage? Yes  No

Do you need to rent any additional rooms? Yes  No   
If yes, list rooms you intend to use \_\_\_\_\_

**Office Use Only**

**WEDDING CHECKLIST**

All fees must be paid and given to the wedding coordinator one week prior to the Wedding.  
This Checklist must accompany the payment. Please make checks payable to:

**BETHANY BAPTIST CHURCH**

**Wedding only or Wedding & Reception**

Facility	\$400.00	\$ _____
Wedding Coordinator	\$250.00	\$ _____
Custodian	\$250.00	\$ _____
<b>Total</b>	<b>\$900.00</b>	

**Reception only**

Facility	\$200.00	\$ _____
Wedding Coordinator	\$200.00	\$ _____
Custodian	\$200.00	\$ _____
<b>Total</b>	<b>\$800.00</b>	

**For Both Options**

Sound Technician		
(First hour. \$20 each addtnl)	\$ 50.00	\$ _____
Musicians	\$ 75.00 ea.	\$ _____
Nursery Attendant (1/10)	\$ 25.00 ea.	\$ _____
Deposit (to reserve date)	\$100.00	\$ _____
Kitchen Deposit (refundable after wedding)		
	\$ 75.00	\$ _____
Chair Rental	_____ x \$1	\$ _____
Table Rental	_____ x \$10	\$ _____
Table Cloth Rental	_____ x \$5	\$ _____
	<b>Total:</b>	\$ _____

Minus reservation deposit: (\$ 100.00)

**AMOUNT DUE: \$ \_\_\_\_\_**

Date received: \_\_\_\_\_ By: \_\_\_\_\_

Signatures \_\_\_\_\_