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
Tables & Chairs included with all three options. You will need to rent all linens and other décor. From an outside vendor.

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 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

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 Fees for all 3 Options
Any additional room usage $50/room
Additional hours needed $30/hour
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

Wedding Insurance Required
www.wedsafe.com
www.theeventhelper.com or ask your private insurance carrier.
List Bethany Baptist Church as additional insured.
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**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wedding only or Wedding &amp; Reception</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility</td>
<td>$400.00</td>
<td>$________</td>
</tr>
<tr>
<td>Wedding Coordinator</td>
<td>$250.00</td>
<td>$________</td>
</tr>
<tr>
<td>Custodian</td>
<td>$250.00</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td><strong>Reception only</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility</td>
<td>$200.00</td>
<td>$________</td>
</tr>
<tr>
<td>Wedding Coordinator</td>
<td>$200.00</td>
<td>$________</td>
</tr>
<tr>
<td>Custodian</td>
<td>$200.00</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td><strong>For Both Options</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Technician ($20 each additional)</td>
<td>$50.00</td>
<td>$________</td>
</tr>
<tr>
<td>Musicians</td>
<td>$75.00 ea.</td>
<td>$________</td>
</tr>
<tr>
<td>Nursery Attendant (1/10)</td>
<td>$25.00 ea.</td>
<td>$________</td>
</tr>
<tr>
<td>Deposit (to reserve date)</td>
<td>$100.00</td>
<td>$________</td>
</tr>
<tr>
<td>Kitchen Deposit (refundable after wedding)</td>
<td>$75.00</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>Minus reservation deposit:</td>
<td>$ (100.00)</td>
<td></td>
</tr>
<tr>
<td><strong>AMOUNT DUE:</strong></td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>Date received: __________  By: ____________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signatures __________________________________________

____________________________________________________

Jami Hinderks, Wedding Coordinator
(503)881-9341
Revised 1/2019