

Effective January 1, 2006

CONTRACT FOR WEDDINGS

As approved by the Pastor and Executive Board of the

Mount Lebanon Baptist Church
2812 Reisterstown Road
Baltimore, Maryland 21215-7903
410-669-1800 telephone number – 410 669-1811 fax
mlbc@mtlebanonbaptist.org e-mail
www.mtlebanonbaptist.org website

The Mount Lebanon Baptist Church, Incorporated of Baltimore, Maryland (hereafter known as “CHURCH”) is pleased that you are considering this church in which to hold your wedding. For the Mount Lebanon family, marriage is a sacred affair at which Jesus’ first miracle was recorded and about which the Apostle Paul wrote in his letters. Therefore, we are elated that you have decided that your ceremony should be conducted in an atmosphere of spiritual dignity and reverence to God. Please review the following conditions under which the CHURCH sanctuary could be made available for this happy occasion, and if you are in agreement with these conditions, please work with the CHURCH’s Administrative Secretary to finalize this contract and reserve your date.

Below is the list of conditions under which the CHURCH will make its sanctuary available for weddings and these conditions must be followed unless the Pastor has given written approval to waive and/or change them.

A. Initial Consultation

It is required that both the perspective groom and bride meet with CHURCH Rental Representative and/or Church Wedding Personnel before this contract can be signed. The purpose of this session is to ensure that the planned activity is a Christian wedding to be performed in fashion commiserates with this church’s beliefs and desires. This initial session is not to be confused with pre-marital counseling. The Administrative Secretary will schedule this meeting as soon as possible so that you can secure your wedding date.

B. Pre-Marital Counseling

Unless the engaged couple has a non Mount Lebanon minister who will be performing the wedding, it is required that both the perspective groom and bride meet with CHURCH pre-marital counseling personnel at least once prior to the wedding. The Administrative Secretary will schedule this meeting as soon as possible after you secure the wedding date. As a result of this initial session, it is possible that further pre-marital counseling is necessary. If so, the Administrative Secretary will contact the bride and groom to advise of such and the name or names of Counselors will be given to the bride or groom. The fees for additional pre-marital counseling are a separate cost and will be a contract between the Counselor and the bride and groom.

C. WEDDING REHEARSAL AND WEDDING

For all weddings to be held at the CHURCH, a wedding rehearsal is required. Therefore, the wedding party must choose a time when you are certain that all members of your wedding party can be present and on time! Please be mindful that promptness in your timing is respectful to the schedule of the CHURCH's minister, the musician and the custodian. As a result, if your rehearsal is more than 30 minutes late in its start time, you will be charged a \$ 50.00 late fee at that point and for each 30 minutes it is late thereafter. Additionally, the CHURCH will have its wedding personnel on duty to assist you with any questions regarding the use of the building and approved placement of items for the wedding (e.g., candles, flowers, arches, etc.).

On the day of your wedding, your coordinator(s) and ushers should plan to arrive at least 45 minutes prior to the wedding. This is so that they can assist guests and to receive any additional directions.

The groom and best man will wait in the Pastor's Study until the time of the wedding. The bride and bridesmaids will wait in either the limo or in the CHURCH's bridal room. There is also a nearby Ladies' Room in which last minute touch-ups can take place, if needed.

Again, in consideration of all persons involved, your wedding should start on time. If you do start late, an additional fee of \$50.00 for each fifteen minutes it starts and/or runs late will be assessed.

D. DIRECTORS/DIRECTRESS

You are encouraged to bring your own professional wedding director/directress. The CHURCH's wedding personnel must speak with this party prior to the wedding rehearsal. It is imperative that this person meets with CHURCH personnel, is advised of CHURCH policy, and signs that he/she will abide by this agreement. Please have the individual to call the church office to schedule his/her appointment.

E. PHOTOGRAPHS

Because it is impossible to restage any particular moment of expressions of the ceremony, you are permitted to take live flash photographs during the ceremony. However, the photographers' movements should be kept to a minimum in order to maintain the solemnity of this sacred event.

F. MUSICIAN and MUSIC

You are permitted to hire your own musician(s). The CHURCH's contract does include a fee for using the CHURCH's musician. Should you decide to use one of your own; the fee for the musician will be deleted. If you are using a non CHURCH musician, he/she is limited to using the Hammond organ or the piano. To use the CHURCH's Roger's organ, drums, or any other instrument would require prior written approval from the Pastor.

You are encouraged to select the music for this affair, but given that this event will take place in the CHURCH the music should be such that honors God. The music should be sacred. If you have any questions about the appropriateness of the music you would like to use, it most likely is not music that should be used. In such cases, you need to get the CHURCH's approval. The CHURCH will not allow you to play music that is too secular in nature.

G. MEDIA SERVICES

For all weddings to be held at the CHURCH, the CHURCH's fees include only the set up of microphones for the day of the wedding. The CHURCH's fees does not provide its media (i.e., cameras, screen, and video) services unless these have been requested in writing by the leaser and approved in writing by the CHURCH. If these services are needed, the CHURCH would assess a five hundred dollars (\$ 500.00) fee for those services. Moreover, the CHURCH is not responsible for any sound and/or video defects that would exceed the \$ 500.00 fee for said services.

H. WEDDING LICENSE

By law, your wedding license must be obtained in the City of Baltimore in order for the ceremony to be performed in the city. To be said differently, if you are getting married in this CHURCH building, your license must be issued by the City of Baltimore. **Also, the Pastor must see and validate the license BEFORE the ceremony can be preformed. Failure to provide a valid license will result in no service, taking place. The law requires that we include the social security number of the bride and groom on the marriage certificate, so please provide us with these numbers at the meeting with the Pastor.**

I. DECORATIONS

Decorations are allowed, but must be approved no later than rehearsal night by the CHURCH's wedding personnel. You may only secure ribbons to the pews using masking tape. All other means of securing ribbons (e.g., other tapes, adhesives, tacks, etc.) will damage the CHURCH's furnishings, and are therefore not allowed. Decorations are not allowed on the sanctuary walls. Please feel free to raise any questions with the CHURCH's wedding personnel early on so that you will know 'what is' allowed and 'what is not' allowed. You also need to ensure that you have confirmed delivery arrangements (e.g., flowers, candles, arches, etc.), if needed. Additionally, the wedding party is responsible for the removal of such items and the CHURCH will not be responsible for storage of rented/delivered items therefore they must be removed immediately following the wedding.

J. SPACE LEASED

This contract entitles the leaser to the CHURCH's main sanctuary and multi-purpose room. It **does not entitle the leaser and/or any of his/her party** to any other space in this CHURCH without prior written approval from the Pastor and/or CHURCH representative. Moreover, the CHURCH will assess a fee for any other room used by the leaser and/or leaser's event without written consent.

K. Hold Harmless/Liability Release Clause

In consideration of the CHURCH allowing its building to be used by the leaser, the leaser hereby releases, forever discharges, and agrees to hold harmless the CHURCH, its Pastor, Officers, Agents, Employees and Members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the leaser that occurs while said leaser is using the CHURCH's facility. The leaser further hereby agrees to hold harmless and indemnify said CHURCH, its Pastor, Officers, Agents, Employees and Members for any liability sustained by said acts of the aforementioned CHURCH parties, including expenses incurred attendant thereto.

L. INVITATION

Everyone needs a Savior. There will be an end of time and a final judgment. Everyone needs spiritual nurture in order to have a fulfilling life in this world and in the confused times in which we live. If you are not an active member of a local congregation, I urge you to join the Mt. Lebanon Church family. If you have other concerns, we are here to help. Call our secretary and schedule an appointment.

M. FEES

A schedule of fees is enclosed. If either the bride or the groom is a ***current attending and financially contributing member of the church***, then you will pay the member's fee. If you are not a member or you have not been present and contributing in the past year, you will be charged the non-member's fee. In either case, all final fees ***must be*** paid no later than thirty (30) days prior to wedding. Failure to pay in full as advised will result in cancellation of your wedding and the forfeit of your deposit. Only your initial deposit can be paid via a personal check. The final payment must be in the form of a money order or bank check.