

# DRUID HILLS BAPTIST CHURCH

1085 PONCE DE LEON, NE, ATLANTA, GA, 30306  
404.874.5721 WWW.DHBC.ORG

## CHAPEL WEDDING CONTRACT

PLEASE SUBMIT THIS FORM WITH THE RESERVATION DEPOSIT TO SECURE THE DATE  
OF YOUR WEDDING.

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

### CONTACT INFORMATION:

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate Contact:

Name \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### RENTAL FEES

Reservation Deposit:	\$400.00
Rental Fee: (due 3 weeks prior to wedding)	\$200.00
Refundable Security Deposit: (due 3 weeks prior to wedding)	\$300.00
Mandatory Fees*:	\$650.00
Total Rental Fees:	\$1550.00

\*Mandatory fees include 2 hours of security, custodial services, stage prep, and the wedding directors' fee.

### Optional fees:

Minister Honorarium:	\$250.00
Use of Candles & Candelabras:	\$40.00
Use of Kneeling Bench:	\$50.00
Stage Items:	\$30.00 (each)

Church musicians are available at additional fees, which are at their discretion. Please ask for a referral if interested.

**TOTAL RENTAL:**

Rental Fees: \$1550.00  
Total Optional Fees: \$ \_\_\_\_\_  
Total Rental: \$ \_\_\_\_\_  
Amount Due Minus Reservation Deposit: \$ \_\_\_\_\_ \*\*  
\*\*This is the amount that will be due three (3) weeks before the wedding.

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By signing below the applicant indicates that they have read, understand, and agree to uphold the Druid Hills Baptist Church's Wedding Policies and Procedures, and have given a signed copy of those procedures to the Wedding Director. They also indicate that they agree to all fees herein stated, and agree to pay them in full by the time they are due. They also agree that the Refundable Security Deposit will be paid upon confirmation of a current address.

**SIGNATURE OF APPLICANT**

X \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Arrangements approved by:

X \_\_\_\_\_ Date: \_\_\_\_\_

Initial Deposit paid: Yes No Date: \_\_\_\_\_

Full Payment Due By: \_\_\_\_\_ Full Amount Paid: Yes No

**NOTES:**

Piano used: Yes No Organ Used: Yes No

Church Musician/Minister Involved: Yes No Name: \_\_\_\_\_

**Additional Costs Incurred:**

Overtime: Yes No Amount: \_\_\_\_\_  
(\$50 per hour)

Optional Fees Not Included Upon Signing: Yes No

To Be Taken From Security Deposit: Yes No Amount: \_\_\_\_\_

**DHBC Items Used During Wedding:**

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