

DRUID HILLS BAPTIST CHURCH

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

SANCTUARY 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)	\$350.00
Refundable Security Deposit: (due 3 weeks prior to wedding)	\$500.00
Mandatory Fees*:	\$750.00
Total Rental Fees:	\$2000.00

*Mandatory fees include 2 hours of security, custodial services, stage prep, use of the sound system with our sound manager, and the wedding directors fee.

Optional fees:

Minister Honorarium:	\$250.00
Use of Candles & Candelabras:	\$40.00
Use of Kneeling Bench:	\$50.00
Use of Sanctuary Arrangements:	\$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: \$2000.00
Total Optional Fees: \$ _____
Total Rental: \$ _____
Amount Due Minus Reservation Deposit: \$ _____ **
**This is the amount that will be due three (3) weeks before the wedding.

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: _____

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:
