

LONG HOLLOW BAPTIST CHURCH

WEDDING POLICIES

Long Hollow Baptist Church believes the wedding ceremony is one of the most sacred ceremonies of the church. Nothing in your life is more sacred than your relationship with God and each other. For this reason, we do not take the sanctity of marriage lightly. We have a number of guidelines in place to ensure God is honored as well as our facilities.

A CHRISTIAN MARRIAGE

God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself. Because of this Long Hollow Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the pastors, ministers, clergy, and staff of Long Hollow Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Long Hollow Baptist Church will only host weddings between one man and one woman.

“Then the Lord God said, ‘It is not good for the man to be alone. I will make a helper as his complement.’” Genesis 2:18 (HCSB)

“This is why a man leaves his father and mother and bonds with his wife, and they become one flesh.” Genesis 2:24 (HCSB)

“Husbands, love your wives, just as Christ loved the church and gave Himself for her” Ephesians 5:25 (HCSB)

SCRIPTURAL CONVICTIONS

Our pastors will officiate the marriage ceremony of those people who are Christians and can give adequate testimony of their experience with Christ. Outside of Christ, marriage is a human struggle. Only in Christ can a marriage ever be what it was intended to be. If one or both persons desiring to be married are not a Christian, a pastor would be thrilled to present God’s plan of salvation, so that there can be completeness in Christ. An appointment may be scheduled for that purpose. The pastors will not officiate the marriage ceremony of a believer with an unbeliever. The two will not be able to have one purpose, one mind (the mind of Christ), and one lifestyle. It is a direct violation of Scripture to marry a Christian with a non-Christian.

“Do not be mismatched with unbelievers. For what partnership is there between righteousness and lawlessness? Or what fellowship does light have with darkness? What agreement does Christ have with Belial? Or what does a believer have in common with an unbeliever?” 2 Corinthians 6:14–15 (HCSB)

DIVORCE/COHABITATION

The question of divorce is perhaps the most difficult and complex question regarding a new marriage. Our pastors are under no obligation to officiate the marriage ceremony of anyone, but we are open to counsel those who choose to marry. Each situation will be treated individually and compassionately. The following principles apply to remarriage after divorce: no remarriages after divorce will be performed if there is a possibility of reconciliation with either person, and no remarriages after divorce will be performed until at least one year from the date the divorce is final.

Any couple living together will be required to move out of the living arrangement and practice sexual abstinence until the marriage ceremony. In cases where there is a willingness to correct the situation, and a desire to live in obedience to the authority of God's Word, our pastors will be more than happy to work with the couple and talk with them about scheduling the marriage ceremony.

A marriage is not merely the union of two individuals, but also the union of their families. The pastors of Long Hollow will not officiate a Christian wedding if the parents of the bride and groom do not approve. Therefore, it is expected that the couple have the full blessing of both sets of parents before preparation for marriage.

PLANNING THE WEDDING SCHEDULE

Due to the many demands on the facilities, only members of Long Hollow and their immediate families can be married at Long Hollow. Immediate families include children of members. Consideration for a wedding will be given to former members who have moved away.

Wedding arrangements involving the use of Long Hollow's facilities are made by contacting the wedding coordinator at the email address weddings@longhollow.com to determine if your desired wedding date is available. Once you choose an available wedding date, you must fill out the Long Hollow wedding application and return it, along with a \$200 deposit made out to "Long Hollow Baptist Church", to the church office or you may place it in the offering slot. Write clearly on the front of the envelope "WEDDING FEES, ATTENTION HANNAH TYLER". Once your application is approved and your deposit has cleared, your date will be reserved. The balance of your wedding fees will be due two weeks prior to your wedding date. If there are no damages and all of the wedding procedures are followed, your deposit will be returned to you within two weeks of your wedding.

No wedding is officially approved until your application has been cleared with pastoral staff. The approval process can take up to 10 days. Assistance with the Long Hollow details of your wedding will be handled through the coordinator. She will contact you once your application has been approved to begin the process of planning your wedding.

We request that you schedule your wedding with our offices at least three months prior to your wedding date if at all possible. Also, a wedding cannot be scheduled more than twelve months in advance.

Weddings are never scheduled on these holidays or holiday weekends: Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, the last two weeks of December, New Year's Eve, New Year's Day, and others as determined by staff for the special events. A wedding will not be scheduled if it conflicts

with a worship service or event. Any church event will take priority over weddings. Please know that when you reserve an area of the church for your wedding or reception, only those areas are reserved. Other events or activities may be going on anywhere on the church campus. We will do our best to make sure there are no interruptions to your ceremony or reception, but the wedding party should know that our church is a busy place (as it should be!).

All ceremonies must be completed with items cleared by 9:00 pm. Please plan on enlisting around ten people to assist you with tear down, packing up personal belongings, and removing of all personal items. All floral items should be removed from the stage immediately following the completion of pictures.

PREMARITAL CLASSES

Long Hollow offers “Preparing for Marriage”, a 7-week premarital class for engaged couples. The 7-week class is taught in the spring and the fall each year. You can email Julie.dunlap@longhollow.com for information regarding the next class. This can be done as soon as your wedding date is confirmed.

Long Hollow pastors will not perform a wedding unless the couple has participated in premarital counseling and the premarital class prior to the wedding. It is critically important that all couples attend the “Preparing for Marriage” class. With all the pitfalls to destroy a marriage, spiritual and scriptural preparations are necessary for both parties. Both parties must attend each marriage preparation session, unless you have discussed it with the officiating pastor.

In the event that distance would make travel to the premarital classes inconvenient, the couple may elect to establish premarital counseling with a church of like faith and purpose. The pastoral staff of Long Hollow will ask for verification from the minister who counsels you for the purpose of prayer and preparation.

“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and to the day of eternity. Amen.” 2 Peter 3:18 (HCSB)

MARRIAGE LICENSE

Tennessee marriage licenses are issued from the Clerk of the Circuit County Courts during business hours. Once purchased, a marriage license is valid for sixty days. Please give the marriage license to the minister at the wedding. He will fill out the license, obtain the required signatures, and mail it to the Clerk. If you need a copy for your honeymoon, let the coordinator know before your wedding day.

Long Hollow Baptist Church is registered with the State of Tennessee to offer premarital counseling using the Prepare/Enrich Premarital Assessment. When you complete the Long Hollow premarital classes and premarital counseling using the Prepare/Enrich Premarital Assessment Tool, you will be given a certificate to present to the County, which entitles you to a discount on your marriage license.

WEDDING COORDINATOR

The coordinator is your contact person for your wedding. She is the one best equipped to help personalize your wedding, while staying within our church's wedding policy guidelines. Her desire is to accommodate your requests while following the guidelines to which she is held accountable. Should you have a request that our wedding guidelines do not accommodate, please write your request and ask the coordinator to discuss your request with the Member Care Pastor. Only those requests made directly through her or the Member Care Pastor can be honored.

Please allow your wedding coordinator to handle all details of planning your wedding as far as the church facilities are concerned. Please do not call the church offices to ask questions or speak to other staff regarding wedding issues. The wedding coordinator should be contacted and should take care of all communication for you. This is easiest for the staff, but it also ensures that the wedding party gets accurate information. Most importantly, allowing the wedding coordinator to handle these details for you will be the best way to make certain the coordinator knows all the details of your wedding plans so that she can make your day go as smoothly as possible.

The wedding coordinator will be available to run your rehearsal and your wedding day. This means that she will start the rehearsal, help the families to sit in the correct seats, place people in their appropriate spots on the stage, help people know when to walk in and out, make sure the music is coordinated with the events of the wedding, and to ensure that your wedding flows according to your desired timeline. She will get all of your requests including setup, technical instructions, needed items, etc. and communicate these needs for you to the appropriate Long Hollow staff.

The church requires a wedding coordinator to assist the pastor by: attending to all pre-wedding details which involve Long Hollow, coordinating the rehearsal, coordinating the wedding day ceremony, and securing all wedding personnel. This has proven to be very helpful as it allows the bride, groom, and their parents to enjoy the day. If your reception is at Long Hollow, the wedding coordinator will stay to make sure the transition to the reception goes smoothly, but she will not be in attendance for the entire portion of the reception.

WEDDING GUIDELINES

Our staff pastors are the only ministers to perform wedding ceremonies in our church, unless otherwise approved. Only ministers of like faith and practice are considered. In order for a non Long Hollow minister to be approved, we will request to see a copy of the minister's service, including the vows the bride and groom are to take, prior to the wedding ceremony. If you want to use an outside pastor, let the coordinator know and she will provide you with the appropriate form. If the minister is expected to wear formal attire, it is the responsibility of the wedding couple to make these arrangements. The Pastor will wear a dark suit, unless other arrangements are made. The honorarium to the pastor is the responsibility of the couple.

The bride and her family are responsible for all personal items of the wedding party that are brought to the church. If rented or borrowed property is used, it is the responsibility of the bride's family to see that it is returned. The church cannot be responsible for personal items (i.e. wedding dresses, wraps, purses, silver, and glassware) brought to the church for use in the wedding or wedding reception. The church is not liable for such items lost, stolen, or damaged during these events. Every effort will be made to assist the wedding party in protecting said property.

All wedding items, decorations, and related wedding props must be removed the day of the wedding. If you are having a rehearsal dinner at Long Hollow, a cleaning fee is included in the reservation fee. All food and decorations must be removed the night of the dinner.

No alcoholic beverages are allowed anywhere on the church premises at any time. Any member of the wedding party who is under the influence of alcohol will not be permitted to participate in the rehearsal or wedding. The wedding coordinator and pastor will determine the person's condition. If evidence of alcoholic beverages is found during the time you are renting the facility or afterwards during cleanup, the return of your deposit will be forfeited. We also ask that the wedding party and guests refrain from use of foul language and discourteous actions.

The Long Hollow facilities are reserved for approximately one hour for your wedding rehearsal. The wedding coordinator, and a sound and lighting technician will be available for your wedding rehearsal. Please make sure all members of the wedding party arrive on time. If any musicians are not able to be at the wedding rehearsal, those sound checks for soloists or musicians are done one hour before the start of the wedding on your wedding day.

The church nursery areas are not available for wedding rehearsals or wedding ceremonies. Due to liability, we are never able to accommodate childcare during weddings.

The wedding is a religious ceremony and music should be selected accordingly. All guest musicians and music must be approved. A listing of all music to be used during your pre-ceremony music, ceremony, and reception must be given to the wedding coordinator two weeks prior to your wedding date. Please provide a copy of any songs that will be played with lyrics. Our music minister must approve these selections prior to them being able to be used in the wedding ceremony.

The length of the aisle at the Hendersonville campus chapel is 45 feet – your aisle runner, if one is used, should be around 50 feet. No rice, confetti, or birdseed can be used at a Long Hollow wedding. Bubbles and sparklers are allowed and suggested, but cannot be used inside the church facilities.

The church facilities staff is required to set up and tear down equipment, chairs, and tables. The wedding personnel are not permitted to remove any chairs, equipment, or items from the church. This equipment is valuable and used in ministry during our services. It must remain in position.

Long Hollow does not have the capability to store any wedding items; therefore, we do not have any greenery, candelabras, kneeling benches, etc. available for rental. We do provide tables and chairs at no cost if you are doing your rehearsal dinner or reception at Long Hollow, but we are not able to provide tablecloths.

RECEPTION GUIDELINES

Use of Long Hollow's kitchen is available to couples marrying at Long Hollow with the condition that the kitchen must be returned to the condition in which it was found. If the kitchen is not found in an acceptable condition, your deposit will be forfeited. All items placed anywhere in the kitchen must be clearly labeled with the wedding party's names.

Decorating can usually begin on Friday at 8a.m. (for a Saturday wedding) as long as there are no other events scheduled during that time period. Check with your wedding coordinator to determine when you can start decorating for your wedding ceremony and reception. We will allot a minimum of three hours to decorate. The maximum time allowed for a wedding reception is four hours including the reception and clean up.

Dancing is limited between the bride and groom and their parents and/or grandparents. All dances and music should be tasteful, traditional, and respectful of a worshipful environment. The wedding coordinator, the sound technician, or other staff member will immediately stop anything that is deemed inappropriate.

All receptions must be cleaned with personal belongings removed and all non-Long Hollow staff off the premises (including caterers and decorators) no later than 9:00pm. We suggest for the bride and groom to plan on leaving the church by about 7:00pm. This would give time for all guests to leave, and give the caterer, florist, and/or family around two hours to have all personal items cleared. We must enforce this policy strictly, and deposits will have to be withheld if this time frame is not followed.

WEDDING FEES

Long Hollow is happy to share in a portion of the cost for each wedding at our facilities through our church budget. This reduces the total cost for a Long Hollow member to have a wedding (without a reception) to \$700. This non-refundable fee covers the Long Hollow wedding coordinator, sound technician, lighting technician, set up and tear down, and cleaning. This non-refundable fee is due within two weeks of your wedding. The wedding fees cover the Long Hollow personnel that will be working to provide you a wonderful ceremony.

There is also a \$200 refundable deposit due within two weeks after the date is confirmed on the church calendar along with the wedding application. The refundable deposit will be cashed immediately and returned within two weeks after the wedding if there are no damages to the facility and all time requirements are met. If you cancel your wedding for any reason prior to the wedding, your deposit will not be returned. Please be sure you have read all wedding policies and procedures before submitting your Request for Reservations form and your \$200 deposit.

In order to have your full deposit returned to you, please make sure all trash is picked up and disposed of, all items returned to their original places, and that there are no damages done to any portion of the facilities. Damages can include candle wax on the floors (all candles and candelabras should have plastic underneath them and only driplless candles should be used), stains on carpets or walls, dressing areas not cleaned up and returned to original condition, etc. Also you must have all of your items cleared out by the agreed time. Your deposit will not be refunded if you are not out of the building at the assigned time, and you will be responsible for damages over and above the deposit.

Hendersonville campus fees:

Chapel (media required, included in price)	\$700
Choir Room	\$75
Gathering Area	\$200
Student Building Garage	\$75
Student Building Auditorium 1	\$150
Student Building Auditorium 2	\$100
Student Building Lobby	\$100

Gallatin campus fees:

Worship Center (media required, included in price)	\$700
Annex	\$75
Student Center	\$75

A/V Needs (Hendersonville only):

PowerPoint/Slideshow Creation	\$150
Media in Choir Room	\$50
Media in Gathering Area	\$200
Media in Student Building Garage	\$50
Media in Student Building Auditorium 1	\$200
Media in Student Building Auditorium 2	\$50
Media in Student Building Lobby	\$100

For rehearsal dinners there will be an additional \$25 added to the fees above if you choose to have the wedding coordinator attend. If you choose to have media at your rehearsal dinner or reception there will be additional fees added (prices listed above). The media fee includes: one engineer for rehearsal and wedding day, clearing of stage, setup, sound check and operation for 2-3 musicians. Anything beyond what is listed will require approval and possibly additional fees. The bride and groom should pay the minister directly for his services.

If you have special requests for setup or accommodations outside of or in addition to what we regularly offer, please discuss this with your wedding coordinator. We will do our best to accommodate any special requests, but the bridal party will have to pay the additional fees associated with those requests. Our setup team members are paid \$10/hour. Your wedding coordinator can help you figure out what the additional fees would be based upon your request.

Please make your check payable to Long Hollow Baptist Church. Fees should be paid two weeks prior to wedding. All wedding checks should be dropped off at the church office or placed in the offering slot on the wall to the right of the sanctuary doors (the side where the chapel is). All checks and applications should be placed in a sealed envelope and labeled: **WEDDING FEES, ATTENTION HANNAH TYLER.**

INSTRUMENTALISTS AND VOCALISTS

Long Hollow Baptist Church requests that all instrumentalists and vocalists observe the following instructions during the rehearsals and the wedding.

At rehearsal, the wedding coordinator, along with the wedding couple, shall determine the best positioning for the instrumentalists and vocalists in the wedding. Your position may be either on the floor or on the platform. Once the bride, groom, and their families have rehearsed the ceremony, we request no changes be made on the wedding day. The wedding coordinator shall be responsible for communicating this info to the technical ministry personnel. If there are any special needs, requests, or questions, please have the bride communicate these to your wedding coordinator two weeks prior to your wedding date.

Upon your arrival on the wedding day, please introduce yourself to the wedding coordinator. She is your contact and representative for the church. Any requests must be made through her before the wedding begins.

Long Hollow's audio technician will be prepared to do an on-stage sound check with you exactly one hour prior to the wedding start time. Please notify the audio technician when you have arrived. You will have approximately 25 minutes to practice prior to the prelude music beginning.

The prelude music will begin exactly 30 minutes prior to the wedding start time. Please be prepared to extend your prelude playing time if the wedding does not start on time.

All instrumentalists and vocalists are required to dress in appropriate church attire. Ladies should be conscious of the length of their dresses and skirts.

Musical instruments, orchestra chairs, and music stands that are Long Hollow property cannot be moved. Long Hollow audio and lighting technicians are the only people permitted in the audio and lighting booths.

A copy of these policies is to be given to all non-Long Hollow personnel involved in your wedding.

INSTRUMENTALISTS AND VOCALISTS AGREEMENT FORM

We agree to comply with the rules and regulations set forth above by Long Hollow Baptist Church.

Musician _____ Date _____

Musician Telephone _____

Vocalist _____ Date _____

Vocalist Telephone _____

Paying Party _____ Date _____

Bride's Name _____

Wedding Date _____

This form is due two weeks prior to your wedding date. Failure to comply with these policies could result in forfeiture of the deposit.

PHOTOGRAPHERS AND VIDEOGRAPHERS

Long Hollow Baptist Church requests that all photographers and videographers adhere to the following instructions during the rehearsal and the wedding.

Photographers and their employees must refrain from the use of foul language and discourteous actions. Alcohol, smoking, and any other tobacco products are not permitted in any church buildings. No food or drink is to be taken into the Chapel or onto carpeted areas at any time.

When you arrive on the wedding day, please introduce yourself to the wedding coordinator. She is the representative for Long Hollow Baptist Church. Any requests must be made through her prior to the wedding beginning.

Pictures of the ushers should be completed 45 minutes prior to the wedding start time, so that they are available to seat guests as they arrive.

Pictures with a flash may be taken during the processional and recessional only. The Long Hollow Coordinator will show you the appropriate area for picture taking. Once the ceremony has begun, please do not use flash while taking pictures. The ceremony officially begins when the bridal party has entered and the Pastor begins speaking. Long Hollow treats all weddings as a worshipful experience and, therefore, requests no distractions. The service is concluded when the pastor introduces the couple and they exit.

Pictures of the wedding party may be taken prior to or following the completion of the service. Clean up of the wedding ceremony location will begin soon after the ceremony is over; therefore, we suggest taking as many pictures as possible prior to the service.

Video lighting of any kind is not permitted. All videos must be taken from a stationary, discreet position in the back of the sanctuary. This position must be agreed upon with the wedding coordinator and wedding couple prior to the wedding.

Only Long Hollow audio and lighting technicians are permitted in the audio and lighting booths. We are not able to allow operation of a non-church owned camera from the booths.

After the recessional, the wedding coordinator will advise the wedding party and their families to return to the sanctuary for pictures if desired. You may recreate any portion of the service at this time.

All pictures taken before and after the ceremony should be prearranged with the bride and groom. Please have a schedule for each family group in order to expedite the process.

The screens will be available for the wedding party to include pre-approved photos and potentially a video clip/slideshow. The standard wedding fee does not include production time for us to create these items, only to play them on the screens. All videos, CDs, and/or slideshow materials must be received two weeks prior to your wedding in order to approve the content and to get it into our system.

Family and friends may video from the back (floor seating). No one outside of Long Hollow personnel may tie into the Long Hollow sound system without requesting this specifically with advance notice.

**PHOTOGRAPHERS AND VIDEOGRAPHERS
AGREEMENT FORM**

We agree to comply with the rules and regulations set forth above by Long Hollow Baptist Church.

Photographer _____ Date _____

Photographer Telephone _____

Videographer _____ Date _____

Videographer Telephone _____

Paying Party _____ Date _____

Bride's Name _____

Wedding Date _____

This form is due two weeks prior to your wedding date. Failure to comply with these policies could result in forfeiture of the deposit.

FLORIST

The florist and their employees are expected to observe the sanctity of the church. Please no smoking, drinking, obscene language or discourteous behavior. All flowers for the wedding party shall be labeled individually.

All candles and candelabras should have plastic underneath them in case wax is spilled. However, candles must be the drip-less type and must be in candelabras, which will catch and contain all drippings. Brass wax savers should be used to prevent dripping. Candelabras should not be placed on, in, or be surrounded by flammable material. No candles are to be placed under microphones or on the piano. No preservatives harmful to carpets may be used in the flower containers. The florist and bridal party are responsible to see that the church premises are left as clean as they were found. The placing of flowers, ferns, candles, or anything decorative on any musical instrument is not permitted.

Under no condition shall decorations be attached to the pews or other furniture by nails, tacks, staples, adhesives, pins, or anything that will mar woodwork or carpet. Bows must be attached without pinning them onto the fabric of the chairs (we suggest using an item that is like a bread tie to attach the flowers or bows to the outside edge of the chairs).

Protective material must be used under all flower arrangements to protect carpets and furniture. No decorations are allowed on railings in the sanctuary or in the foyer. Seasonal decorations in the sanctuary and foyer are not to be removed. There will be no moving of any Long Hollow instruments.

The flower girl may throw only silk flower petals. Real petals often get ground into the carpet and can cause stains.

Floral arrangements may be placed on the platform area and other areas prearranged with the wedding coordinator and bridal party. If arrangements or trees are wet, protect the platform and carpet with plastic.

The florist must not move platform furniture. Arrangements for the removal of these items must be made prior to the wedding with the coordinator. The florist must remove all decorations immediately after the wedding, so Long Hollow requires at least two florist employees to breakdown after the wedding ceremony.

FLORIST AGREEMENT FORM

We agree to comply with the rules and regulations set forth above by Long Hollow Baptist Church.

Florist _____ Date _____

Florist Telephone _____

Paying Party _____ Date _____

Bride's Name _____

Wedding Date _____

This form is due two weeks prior to your wedding date. Failure to comply with these policies could result in forfeiture of the deposit.

CATERER

The caterer or bride should contact the wedding coordinator at least one month prior to the wedding to make all arrangements for the use of church equipment. This includes tables, chairs, and any kitchen equipment. You will have access to the building approximately 4 hours before the wedding music begins. All dishes, serving pieces, and tablecloths must be supplied by the caterer. The use of Long Hollow's kitchen is available to the caterers with the condition that the kitchen must be returned to the condition in which it was found. All items placed anywhere in the kitchen for the rehearsal or wedding reception (counters, refrigerator, freezer, etc.) must be clearly labeled with the wedding party's names. The caterer is responsible for full clean up of the kitchen (i.e., washing, drying, and putting away all dishes; sweeping, and mopping floors).

Trash and decorations are to be removed from the church promptly following the ceremony and not left on the church property. Caterers or others responsible will be held directly accountable for cleaning all floor coverings and furniture if required as a result of wedding activities. Wet vessels must be thoroughly guarded so that no water reaches furniture or carpet. All portions of the building used in the ceremony are to be left in as clean condition as existed prior to the ceremony.

No smoking or alcoholic beverages are permitted on the premises. (No drinks of any kind or food are permitted in the sanctuary or chapel unless authorized by the wedding coordinator and facilities staff.)

CATERER AGREEMENT FORM

We agree to comply with the rules and regulations set forth above by Long Hollow Baptist Church.

Caterer _____ Date _____

Caterer Telephone _____

Paying Party _____ Date _____

Bride's Name _____

Wedding Date _____

This form is due two weeks prior to your wedding date. Failure to comply with these policies could result in forfeiture of the deposit.

**REQUEST FOR WEDDING RESERVATIONS
LONG HOLLOW BAPTIST CHURCH**

Today's Date _____

Bride's Name _____

Email _____ Cell Phone _____ Work Phone _____

Present Address _____

Is the bride a member of Long Hollow? Yes ___ No ___ If no, where? _____

Are the bride's parents members of Long Hollow? Mother: Yes ___ No ___ Father: Yes ___ No ___

Groom's Name _____

Email _____ Cell Phone _____ Work Phone _____

Present Address _____

Is the groom a member of Long Hollow? Yes ___ No ___ If no, where? _____

Are the groom's parents members of Long Hollow? Mother: Yes ___ No ___ Father: Yes ___ No ___

Please reserve for us: Chapel _____ Gathering Area _____ Choir Room _____ Student Building _____

Date of rehearsal _____ Time _____

Date of wedding _____ Time _____

Date of reception _____ Time _____

BRIDE AND GROOM AGREEMENT FORM

We agree to comply with the rules and regulations of Long Hollow Baptist Church, regarding weddings and receptions. We understand that damage to the facilities, whether caused by the guests, florists, caterers, photographers, etc. is our responsibility and could result in forfeiture of the damage deposit or added fees. We agree to be respectful of the time restraints, and understand our deposit will be forfeited if time guidelines are not followed. We understand we must schedule pre-marital counseling immediately. We have read and agree with the expectations of the church regarding our marriage being a Christian marriage and the spiritual convictions that go along with it. Our wedding will be worshipful and respectful.

Bride _____ Date _____

Groom _____ Date _____

FREQUENTLY ASKED QUESTIONS

- 1) We need to purchase a runner for the aisle. How long is the aisle in the chapel? **45'**
- 2) How many tables will fit in the Gathering Area? What is the max capacity if everyone is seated at tables? What is the seating limit per table – can 10 people fit at a table? **The tables will comfortably seat 8 people; any more than this is very crowded and uncomfortable. We can get a maximum of 30 tables into the Gathering Area with 8 chairs each. This provides maximum seating for 240 people.**
- 3) How high are the tables? What is the recommended tablecloth size? **Our tables for receptions are round, 29" tall, and have a 60" diameter.**
- 4) Does the church have tablecloths for us to use? **Unfortunately we do not have tablecloths.**
- 5) What time do we HAVE to be out if we are doing a reception on Saturday? **By 9:00pm, all wedding items and wedding party members must be gone from the church premises.**
- 6) Our photographer says that he/she has to use flash in order to take pictures in the chapel. Can flash be used? **The policy to restrict flash photography during the ceremony is to maintain the sacred atmosphere of the ceremony.**
- 7) What time should we have our wedding rehearsal? **Wedding rehearsals are done the night before your wedding. Your decision for time needs to be based upon where your wedding party is coming from. If you have people coming from out of town or even from downtown Nashville or the Franklin/Brentwood area, it is suggested that your rehearsal not start any earlier than 6:00. Sometimes it works well to plan dinner beforehand around 5:30, as most people are motivated to come to get a free meal! Then your wedding rehearsal could be at 7:00 ensuring everyone is there and ready to rehearse. Others choose to have their rehearsal first and the dinner following. This really is personal preference and should be based upon your wedding party and their availability. If you have questions, talk through this with your wedding coordinator.**
- 8) I really want our flower girl to throw real rose petals. Can she throw real rose petals if she throws them only onto the aisle runner? **Unfortunately, we do have to require that the flower girl use only silk flowers. The petals easily come off of the aisle runner when the bride comes down the aisle and then when the wedding party leaves. The guests also walk on them when they exit the chapel. The petals get ground into the carpet very easily with so many people walking on them, and the natural coloring of the petals easily stains the carpet.**
- 9) Is there a place for the bride and groom to get ready at the church? **Yes, we have multiple locations available. We will provide a classroom for both the bridesmaids and the groomsmen to get ready.**

10) We are thinking about having a wedding at Long Hollow. Could someone give me a tour of the chapel? **Due to the large interest of weddings at Long Hollow, we are not able to give individual tours. However, the church building is open Monday through Thursday from 8:00 am until 4:00 pm. You are welcome to go by the church, look at the chapel, look at the gathering area, and spend as much time as you need to think about decorations, etc. If you have any questions while you are there, make a list and discuss them with your coordinator later.**

11) Can we have dancing at our rehearsal? I've seen a lot of YouTube videos where all of the bridesmaids and groomsmen do a choreographed dance. Can we do that as long as we keep the movements and music clean? **Dancing is allowed only between the bride and groom and parents and/or grandparents of the bride and groom. All music and dancing at the reception should maintain a worshipful atmosphere.**

12) If I'm just having a wedding with no reception, do I still have to pay a \$200 deposit? If I'm having a wedding and reception, is it a \$200 deposit for each? **The deposit is \$200 no matter how many areas of the church you are renting for your wedding weekend.**

13) Does the deposit go towards my wedding fees? And will that deposit check be cashed immediately? **The deposit amount of \$200 will not be applied towards your wedding fees. Your deposit is due at the time of application, and will be cashed immediately; it is required to hold your date. The purpose of the deposit is to pay for any damages and/or breach of contract that could occur during the wedding weekend. After your wedding is completed and our facilities crew and wedding coordinator have confirmed that the facilities were returned to the condition in which they were found (except for basic cleaning like vacuuming, bathroom cleaning, floor mopping, etc.) and that all timelines and policies were followed, your deposit will be returned to you. Usually you will receive it within two weeks of your wedding date. For example, if you were only using the chapel, you would owe a \$200 deposit immediately and then a \$700 payment two weeks prior to your wedding totaling \$900 paid.**

14) I'm a member of Long Hollow. What is the discount for members who want to use the church's facilities? Do we get a discount? **Our facilities are only available for members. The prices listed are for members. The church already incurs a portion of the cost of weddings. The fee Long Hollow charges only pays the personnel needed to make your wedding day go smoothly.**

15) What of the church's decorations can we use? Does the church provide candelabras, tablecloths, or greenery? I saw a really cool piece used on stage one morning – can I use that for my wedding? **The church does not have any supplies that can be used for weddings. We can supply tables, chairs, and personnel, but we have no decorations that can be used. We simply don't have the space to store them. Any decorations that are used on the worship stage are unavailable for use during weddings. These items are usually stored in storage units that take a lot of time to get to. Also, many of the larger items require hours of setup along with full crews and sometimes heavy equipment.**

16) Can we use the kitchen? Can we store food for the rehearsal dinner and/or wedding reception in the church's refrigerators? **We do allow use of our kitchen facilities at no extra charge. The only guideline is that everything must be returned as it was found. You may store food in our refrigerators, but please label it with large clear lettering. We cannot be held liable for any damages or missing items. We don't guarantee space in our kitchen refrigerators, as it is impossible to guess what other events would be going on where various ministries might need storage areas.**

17) Where is the wedding coordinator's office? I left a message, but I haven't heard back. Should I go by her office? **Our coordinator works on a contract basis. It is the goal to return every phone call within 24 hours, but with family schedules and possible times out of town, sometimes this is hard to do. Oftentimes sending an email to weddings@longhollow.com will yield a quicker response time.**

18) Can the pastor officiate my wedding? Who will officiate my wedding? **The senior pastor enjoys doing weddings, but his schedule does not allow him the privilege to be able to perform them. We have other ministers on staff that are able to officiate weddings. Most people like to personally ask a minister they have had contact with. This is perfectly acceptable. However, if you do not have a relationship with a specific minister, let your coordinator know. We have several pastors who would be excited to be a part of your special day.**

19) Can I have my wedding in the main sanctuary? **Unfortunately due to the many services and activities we have going on throughout the week and weekend, our sanctuary is not available for wedding purposes. If you feel you have an extenuating circumstance that necessitates the use of a larger area, please talk to your wedding coordinator.**

20) What do we need to do about counseling? **The church offers premarital counseling and classes. Please contact julie.dunlap@longhollow.com immediately to set this up.**

21) We have babysitters that will be keeping small children during our ceremony. What rooms can they use? Can we use the nursery? **Legally, we are not able to allow any form of childcare to occur during weddings or other events not directly sponsored by the church. The nursery, and any rooms that have not been specified for use during the wedding weekend, are off limits. If you are requesting childcare during your wedding ceremony, it will have to be held off-site.**

22) Can I use the cloth chairs that are in the sanctuary for my reception? **Due to the risk of spilling food/drink on the chairs and the extra cleaning that would be required, we are only able to offer the black plastic chairs.**