



LBC Wedding Fee Schedule Form

In an effort to provide adequate facilities/services for your upcoming event, please check all necessary spaces needed and return this form with check payable to LBC to the office at least 30 days prior to your event.

OFFICE USE ONLY
Received by:
Date:
Date Paid:

Facilities

	LBC Member		Non-Member	
Use of Building -includes use of kitchen	-		\$750.00	
Custodial Fees Includes opening and closing for rehearsal and day of ceremony	\$100.00		\$100.00	
Total: \$100.00		Total: \$850.00		

Technical/Music

Sound Includes up to 4 hours; \$25 each hour over 4 hours	\$100.00	<input type="checkbox"/>	\$100.00	<input type="checkbox"/>
Projection Design Fee Run projection during event	\$100.00	<input type="checkbox"/>	\$100.00	<input type="checkbox"/>
Includes up to 4 hours; \$25 each hour over 4 hours	\$100.00	<input type="checkbox"/>	\$100.00	<input type="checkbox"/>
Video Recording Three camera recording delivered via digital file	\$500.00	<input type="checkbox"/>	\$800.00	<input type="checkbox"/>
Pianist Includes rehearsal time as well as ceremony	\$100	<input type="checkbox"/>	\$200	<input type="checkbox"/>
Total: _____		Total: _____		

Kitchen

Paper Products For >50 attendees	\$20.00	<input type="checkbox"/>	\$20.00	<input type="checkbox"/>
For <50 attendees	\$60.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>
Drinks For >50 attendees	\$25.00	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
For <50 attendees	\$75.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>
Total: _____		Total: _____		

Cost Totals

Facilities Total:	
Technical/Music Total:	
Kitchen Total:	
Total Event Cost:	

Pastor Honorarium

These fees do NOT include an honorarium for the pastor. We strongly suggest **\$200** at the very minimum in appreciation of the time and effort he takes to help make your wedding special. This can be paid directly to the pastor by the date of the rehearsal.

Deposit/Payment Policy

A security deposit of \$150.00 is required to book your event once all scheduling has been confirmed and will be applied to the total event cost. All remaining fees must be paid 30 days prior to your wedding. Checks should be made to Lebanon Baptist Church and can be mailed to:

Lebanon Baptist Church
144 East Mulberry Street
Lebanon, KY 40033

Scheduling/Times Notice

Times included are for rehearsal AND the ceremony combined. Six months' notice is required to secure a media team and pianist. If staffing cannot be secured within three months of the event, the Event Coordinator will be notified. None of these services can be guaranteed until staffing is secured.

Cancellation Policy

If cancellation is received 45 days or more before the event, all fees paid up to that time will be refunded. If cancellation is received less than 45 days before the event, no fees will be refunded.

Damage Policy

Any damage done to the church building, property, or furnishings by the florist, photographer, caterer, wedding party, or any guest or attendee of the wedding, either at the rehearsal, the wedding, or the reception is the sole responsibility of the bride, the groom, and their immediate families. Any damage to the building must be repaired to the satisfaction of the trustees and facilities manager of Lebanon Baptist Church. Any furnishings missing or damaged must be replaced immediately. Final responsibility rests with the bride and groom.

Member Qualification

In order to qualify for the member pricing the bride, groom, or their parents must be a current active member(s) of Lebanon Baptist Church. Extenuating circumstances as to an active member are at the discretion of the Lebanon Baptist Church Trustees.