

TRINITY SOUTHERN BAPTIST CHURCH

4890 E. Holland Ave. Fresno, CA 93726  
291-5521

The following are the policies and fees governing the use of our auditorium, kitchen and recreation hall for weddings and receptions.

Auditorium & Dressing Room	Non-member \$500.00
Lummus Hall (Fellowship Hall, Kitchen & Patio)	\$500.00
Auditorium & Lummus Hall (Large)	\$1,000.00

**ADDITIONAL FEES – Suggested Fees**

• Pastor (counseling session, rehearsal & wedding)	200.00
• Coordinator – will meet with couple, set up Sound & Video, Organist & Pianist, Rehearsal & Wedding	100.00
• Using Church Organist/Church Pianist	100.00
• Sound in Auditorium	100.00
• Video in Auditorium	100.00
• Sound in Lummus Hall	50.00

The following requirements apply to the use of these facilities:

- There will be a \$500 deposit due when the date is placed on the calendar. Your \$500 will be deposited and a refund check will be mailed to you within 1-2 weeks after the wedding. Final payment is due 2 weeks before date of wedding. Any repairs to the church property or excess cleaning needed shall be paid by the party out of your \$500 deposit.
- Call Coordinator Cathy Simpson (297-3437) to set up an appointment for all rehearsal, wedding, and reception arrangements.
- You will have access to the church 2 hours before your wedding unless prior arrangements are made with the wedding coordinator.
- There will be no smoking in the buildings or drinking of alcoholic beverages or dancing on the grounds or in the church buildings.
- Due to hazards of slips and falls, no rice will be thrown in the buildings or on the sidewalks.
- The only buildings involved for weddings will be the Auditorium, Lummus Hall, Kitchen, Restrooms and two rooms for dressing (men’s & women’s).
- A phone will be available for local calls only.
- The church will not furnish any food, food supplies such as paper plates, cups or butcher paper.
- The church will have available coffee urns and vessels for making punch.
- If kitchen equipment is used, the equipment is to be left clean by parties using the equipment.
- Decorations:
  - a. No tacks or staples can be used on pew chairs.
  - b. Candles must be in Votives or have a bottom on them to prevent wax from spilling.
  - c. Staples or tacks can be used in ceiling and on center tackboard walls and tackboards on portable walls.
  - d. There will be no candles allowed on the carpet, you may use candles on the stage only. (we suggest that if you want to use candles down the aisles please get battery operated ones)
- Wedding party must be out of building by 10:00 p.m. on Saturdays and 11:00 p.m. other nights.
- A pastoral staff member shall officiate except in special circumstances with the pastor's approval.

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Date of Use    Time    Deposit    Total    Signature    Phone

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291-5521

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Auditorium & Dressing Room	Church Member \$150.00
Lummus Hall (Fellowship Hall, Kitchen & Patio)	\$150.00
Auditorium & Lummus Hall (Large)	\$300.00

**ADDITIONAL FEES – Suggested Fees**

• Pastor (counseling session, rehearsal & wedding)	150.00
• Coordinator – will meet with couple, set up Sound & Video, Organist/Pianist, Rehearsal & Wedding	100.00
• Using Church Organist/Church Pianist	100.00
• Sound in Auditorium	100.00
• Video in Auditorium	100.00
• Sound in Lummus Hall	100.00

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# Wedding Reservation Contract

Trinity Southern Baptist, Fresno

Bride's Name \_\_\_\_\_  
Address \_\_\_\_\_

Home Phone \_\_\_\_\_  
Cell/Work \_\_\_\_\_

Groom's Name \_\_\_\_\_  
Address \_\_\_\_\_

Home Phone \_\_\_\_\_  
Cell/Work \_\_\_\_\_

Wedding Date \_\_\_\_\_

Time \_\_\_\_\_

Minister \_\_\_\_\_

Organist \_\_\_\_\_

Soloist \_\_\_\_\_

Florist \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Phone \_\_\_\_\_

Videographer \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Phone \_\_\_\_\_

Rehearsal Date \_\_\_\_\_

Time \_\_\_\_\_

Place of Reception \_\_\_\_\_

(If it is to be at the church, give name and phone number of the caterer and any rental companies being used.)

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

*Please return this form to Cathy Simpson, church wedding coordinator, at your earliest convenience.*

**We agree to comply with the rules and regulations of Trinity Southern Baptist Church regarding church weddings and church receptions.**

Bride \_\_\_\_\_ Groom \_\_\_\_\_ Date \_\_\_\_\_

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Please Reserve

\_\_\_\_\_ Pastor: Name \_\_\_\_\_

\_\_\_\_\_ Sanctuary

\_\_\_\_\_ Reception Hall

\_\_\_\_\_ Church Pianist/Organist (circle one)

\_\_\_\_\_ Church Soundman (Music must be at the church 2 weeks before wedding to make sure it works properly in our system)

\_\_\_\_\_ Church Videoman (DVD must be at the church 2 weeks before wedding to make sure it works properly in our system-MP3 formats are not accepted)

Total Deposit Due \$500 (see policies & fees)

