



**Application for Wedding  
at Highland Baptist Church  
Louisville, Kentucky**



**Bride:**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home/Cell Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Church Membership \_\_\_\_\_  
Parents \_\_\_\_\_  
Phone \_\_\_\_\_

**Groom:**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home/Cell Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Church Membership \_\_\_\_\_  
Parents \_\_\_\_\_  
Phone \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

Officiating Minister \_\_\_\_\_ Phone \_\_\_\_\_

Minister's Church \_\_\_\_\_ Address \_\_\_\_\_

Pre-Marital counseling provided by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Musician(s) \_\_\_\_\_ Phone \_\_\_\_\_

Vocalist(s) \_\_\_\_\_ Phone \_\_\_\_\_

**Date of Rehearsal** \_\_\_\_\_ **Time** \_\_\_\_\_

*\* Please Note: You are allowed up to one hour for your rehearsal. If it is on a Friday, the Sanctuary must be vacated no later than 6:00 p.m.*

**Date of Wedding** \_\_\_\_\_ **Reception? Yes / No** (if yes, see reverse)

**Time (circle one): 10:00 a.m. (8:00-noon); 2:00 p.m. (12:00-4:00); 6:00 p.m. (4:00-8:00)**

For Office Use:

Minister Credentials: Date Received \_\_\_\_\_ Received by \_\_\_\_\_

Pre-Marital Counseling: Date Received \_\_\_\_\_ Received by \_\_\_\_\_

Music: Date Received \_\_\_\_\_ Received by \_\_\_\_\_

Application for Wedding  
page 2

**Bride and Groom**

- We have read and will abide by the Wedding Policy of Highland Baptist Church.
- We understand that our wedding date is not secured until both the application (including dates and times) **and** the \$200 damage/policy deposit are turned into a church secretary.
- We understand the total fee for a wedding is \$1,100.00 (\$900.00 is for the use of the sanctuary and dressing areas; \$200.00 for the damage/policy deposit). The damage deposit will be refunded to us by check after our wedding date, after clearance by the assigned wedding coordinator.
- An additional \$200.00 will be paid to an assigned wedding coordinator.
- Charges are non-refundable except for cancellation. (see written policies for guidelines)
- We will pay all fees and turn in our paperwork (minister credentials, music, proof of premarital counseling) no later than one month prior to our wedding date. We understand that failure to do so will jeopardize our right to have our wedding at Highland Baptist Church. Failure to meet the necessary calendar deadlines regarding final payment, minister credentials, proof of counseling and music approval will result in the loss of our damage/policy deposit of \$200.00.
- We will send a list of our wedding music to the Minister of Music at least one month before our wedding date if our musician is not on the church's pre-approved list.
- We understand that there is absolutely no alcohol of any kind permitted in the church or on the property. Highland Baptist Church is a smoke free facility.

- We understand that we have reserved the church for a total of 4 hours for our wedding (2 hours before the wedding, 1 hour for the wedding, and 1 hour after). For any extra time needed, we will make arrangements with the wedding coordinator and directly pay that person \$34 per hour.

***Receptions (if applicable)***

- We understand that we have reserved reception space for a maximum of 3 hours for set up, reception, and tear down time and will pay the wedding coordinator \$200. For any extra time needed, we will make arrangements with the wedding coordinator and directly pay that person \$34 per hour.
- We understand that, if we have a reception, we will be billed \$50.00 per hour for custodial time if our caterer does not clean and return HBC equipment to its original condition.

**Bride Signature** \_\_\_\_\_

**Groom Signature** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

Received By \_\_\_\_\_

For Office Use

Deposit Received  
Date/By \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount \_\_\_\_\_

Final Payment Received  
Date/By \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount \_\_\_\_\_

HBC Wedding Coordinator:  
Ronnie Gilbert                      Norma Pendleton

Wedding Reception at Highland BC

Fellowship Hall	\$475.00
Sanctuary Commons <i>*catered only</i>	\$250.00
from _____ a.m./p.m. to _____ a.m./p.m.	

Caterer \_\_\_\_\_

Phone \_\_\_\_\_

Decorator \_\_\_\_\_

Phone \_\_\_\_\_

Payment Received \_\_\_\_\_ By \_\_\_\_\_

Check # \_\_\_\_\_ Amount \_\_\_\_\_