

Brookview Wesleyan Church

3699 Belmont Road, Birmingham, Alabama 35210

www.brookviewchurch.org;

205.956.6425

Reservation Form & Fee Schedule for Weddings and Receptions

Bride's Name _____

Address _____

Home # _____ Work # _____ Cell # _____

Groom's Name _____

Address _____

Home # _____ Work # _____ Cell # _____

BWC Member/Active Attendee: _____ Yes _____ No

Date of Rehearsal _____

Time of Rehearsal _____

Date of Wedding _____

Time of Wedding _____

Fee Schedule

<u>Facility Rental</u>	<u>Member/Attendee</u>	<u>Non-Member</u>	
Sanctuary	No charge	\$200	_____
Fellowship Hall	No charge	\$100	_____
Family Life Center	No charge	\$100	_____
<u>Janitorial Service</u>	<u>Member/Attendee</u>	<u>Non-Member</u>	
Sanctuary	\$75	\$75	_____
Fellowship Hall	\$35	\$35	_____
Family Life Center	\$75	\$75	_____
Weddings after 5PM	\$25 <<additional charge>>	\$50	_____
Total Amount Due			_____

*If rehearsal dinner is held in any BWC facility,
the wedding party is responsible for complete clean-up.*

The wedding party is responsible for paying the following persons directly:

Sound Technician	\$50	Wedding Director	\$75
Officiating Minister Honorarium		Church Pianist	\$50

A non-refundable \$50 deposit is necessary to reserve your wedding date. This applies to members and non-members alike.

Date Deposit Paid: _____

All remaining fees must be paid in cash to the church office **before** the date of the rehearsal. Monetary figures listed above are the minimum requirements. Any additional amounts are at your discretion.

Wedding Rehearsal & Ceremony Information

Please print names as you would like them to be used during the wedding ceremony:

Bride's Full Name _____

Groom's Full Name _____

THE REHEARSAL/RECEPTION:

Date, Time and Place _____

All of the following should be present for a successful rehearsal:

- | | |
|----------------------------|------------------------------------|
| a. Bride | f. Bridesmaids |
| b. Groom | g. Any others in bridal party |
| c. Best Man | h. Parents of both bride and groom |
| d. Maid or Matron of Honor | i. Vocalist and pianist |
| e. Groomsmen and ushers | j. Minister |

The wedding director will be in charge of the rehearsal and will instruct the party in the details of the ceremony, including:

- | | |
|-----------------------------------|---|
| a. When to arrive and where to go | e. The processional & other parts of ceremony |
| b. Lighting of the candles | f. The place of the photographer in a wedding |
| c. Seating of mothers | g. The significance of Communion at weddings |
| d. Seating of guests | |

For your information we list here the generally accepted order for persons in the receiving line at the reception following the wedding:

- | | |
|------------------------|------------------------|
| 1. Mother of the Bride | 6. Groom |
| 2. Father of the Groom | 7. Maid of Honor |
| 3. Mother of the Groom | 8. Bridesmaids |
| 4. Father of the Bride | 9. Best Man (optional) |
| 5. Bride | 10. Groomsmen |

The pastor will plan to attend any church receptions. If he is expected at a reception away from the church, it is necessary to extend him an invitation during one of the counseling interviews so he may work it into his schedule. It is also helpful to specify if his wife is also invited to attend.

THE CEREMONY:

Estimate of attendance _____ Single-ring or double-ring ceremony? _____

Will the bride be given away? _____ By whom? _____

If you plan to have live music:

Name of Pianist _____ Name of Vocalist(s) _____

Please confer with the wedding director concerning the most fitting music for today's wedding ceremonies. She will be happy to work with you in the selection of all music used.

Plans for decoration of the church:

Name of person in charge _____

Home Phone _____ Cell Phone _____

Is there anything that you would like the church to provide?

Bride's attendants:

Maid/Matron of Honor _____

Bridesmaids _____

Please feel free to write
more than 1 name per line.

Flower Girl _____

Groom's attendants:

Best Man _____

Groomsmen _____

Ring Bearer _____

Ushers _____

Is there any information (ex. names of your family or special circumstances) that would be good for the pastor to know during the rehearsal? This is especially helpful in making things go smoothly and in keeping feelings from being hurt in any way: _____

Is there any additional information that you feel would be helpful for us to have? _____

