

Wedding Policy

Welcome to Shannon Park Baptist Church, thank you for considering our building for your special day. We ask that you thoroughly read over all of the following policies for use of Shannon Park Baptist Church building. To begin the process of scheduling your wedding, please complete our online Wedding Application. Upon receipt of your application, a Shannon Park Baptist Church Staff member will contact you to confirm available dates and answer any further questions you may have.

Scheduling Your Wedding

Facilities

- Shannon Park Baptist Church offers a traditional sanctuary that will seat up to 222 people
- You may schedule weddings 6 months in advance.
- Your wedding ceremony is given a four-hour block of time. Saturday weddings may be scheduled for one of two four-hour blocks of time on. All time blocks also include a corresponding 90-minute rehearsal time during the preceding day. It is imperative that all wedding party members arrive on time as the rehearsal will begin and end promptly. You must select one four-hour block with its corresponding rehearsal time. Because two weddings may use the sanctuary on a Saturday, these time periods are fixed. You may choose from the following time blocks:
 - o Saturday: 10am-2pm Wedding Block (Rehearsal: preceding Friday 7-8:30pm)
 - o Saturday: 3:30-7:30pm Wedding Block (Rehearsal: preceding Friday 5-6:30pm)
- All evening weddings must be completed no later than 7:30 pm to allow preparation time for Shannon Park Baptist Church's worship service the following morning.
- Use of Shannon Park Baptist Church facilities is limited to a maximum of four hours per time block on the date of your ceremony. Your arrival and departure times will be agreed to in advance of your wedding date; these times apply to vendors (florists, photographers, etc.) as well as members of the wedding party. Your vendors may also use your rehearsal time as an opportunity to view the space prior to the wedding.
- Your reservation includes:
 - o Use of the facility the day of the ceremony for set-up, arrival of guests, ceremony, post ceremony photographs and cleanup
 - o Use of the facility for the corresponding 90-minute rehearsal
 - o Personnel to open and close the building and provide facilities services during both the rehearsal and ceremony
 - o Regular custodial fees (\$100)

o Sound Technician for the rehearsal and wedding ceremony (\$100)

- Shannon Park Baptist Church provides ample room and privacy for the bride and her bridesmaids. A separate room is provided for the groom and groomsmen.
- Shannon Park Baptist Church does not have the personnel to provide childcare during weddings.
- Reserved Dates: Please keep in mind that weddings will not be scheduled on the day or weekend of Easter or Christmas.

Ceremony

Your wedding is one of life's most sacred experiences and your entire ceremony should reflect this. All ceremonies held at Shannon Park Baptist Church need to be consistent with the church's Christian values and biblical beliefs. Only that which is appropriate for a worship service should be included in your wedding ceremony. Shannon Park Baptist Church reserves the right to approve or alter any aspect of the ceremony based on these beliefs. Guest pastors are welcome to participate and officiate; however, all requests must be made during the application process.

Music

All music selected must be given to Shannon Park Baptist Church's Pastor for review and is subject to his final approval. Please send music selections to Pastor Rodney at shannonparkchurch@gmail.com

Shannon Park Baptist Church does not provide pianists, vocalists, or instrumentalists for your wedding, however, we may be able to give you recommendations. These arrangements are the responsibility of the wedding party. Our worship team's equipment must remain on the stage during the ceremony but can be hidden with decorative screens if desired.

Sound Technician

Due to the complex nature of the sound system, all weddings require one of Shannon Park Baptist Church's trained Sound Technicians to operate the equipment at every ceremony. We ask that you tip your sound technician accordingly.

Photographers/Videographers

Photographers and videographers are not provided by Shannon Park Baptist Church. Vendors unfamiliar with the logistics of the church may want to attend the rehearsal to be better prepared on your wedding day. Photographers and videographers are asked to be as inconspicuous as possible so as not to distract from the ceremony.

Receptions

Currently Shannon Park Baptist Church is not equipped to hold receptions.

Decorations

The following are guidelines; please discuss all decorating questions with a staff member.

- No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used.
- All potted plants must be in drip trays.
- Only LED candles may be used and should be carefully arranged.
- Candle stands are not permitted in the aisle.
- All materials used in connection with the decorations must be removed from the building immediately after the ceremony. All set-up and clean-up is the responsibility of the wedding party. Failure to arrange for removal may result in forfeiture of Security/Damages deposit.
- All service equipment must be furnished by the wedding party (e.g. kneeler, candelabra) and must be delivered and picked up during the four-hour time block given for your wedding.
- No furniture or equipment can be moved without prior permission.
- Isle runners are prohibited as they are a tripping hazard.
- Any cost associated with the removal of candle wax from carpets or furnishings will be the responsibility of the wedding party.

Guidelines

Please review the following restrictions. To avoid possible embarrassment, it is suggested that these be brought to the attention of all members of the wedding party. Any questions should be discussed with a SPBC staff member.

- If confetti, rice, sparklers, flower petals, or non-biodegradable items are used during the wedding couple's departure, the wedding party is responsible for clean up. Bubbles are an acceptable alternative. Any other alternatives must be approved by a SPBC staff member
- Alcoholic beverages and tobacco products are **not** permitted anywhere on church property.
- Breakage of and/or damage to any church equipment or property must be reimbursed at replacement value and will first be deducted from your deposit. Any remaining cost will be invoiced following the wedding.
- Shannon Park Baptist Church is not responsible for lost or stolen property. Please do not bring valuables. Shannon Park Baptist Church is not responsible for property left at the church before, during or after a wedding.

Fees

Security/Damages Deposit

\$500.00

The security deposit is due at the time you book your wedding date. This deposit secures your date on the church wedding calendar and will be refunded within 30 days following your wedding only if:

- No damage occurs
- Cleanup by the wedding party (and any vendors) is satisfactory. Excessive clean-up required will result in a forfeiture of your deposit.
- All Shannon Park Baptist Church policies are followed and the wedding events (including the rehearsal and ceremony) take place entirely within the block(s) of time agreed to by Shannon Park Baptist Church

Charges for damage, delay and cleanup are not assessed on a sliding scale; a deposit is either retained or refunded in whole. Damage, delay and extra cleanup required will result in Shannon Park Baptist Church's retention of your deposit, plus charges for any additional time used and for cleanup and repair costs.

Your Reservation

Your reservation includes Facilities and Custodial Personnel, building usage and one Sound Technician.

Please make checks out to "Shannon Park Baptist Church" with "wedding fee" and your scheduled date in the memo line. Checks can be dropped off or mailed to:

Shannon Park Baptist Church

Attn: Wedding

P.O Box 73573

Fairbanks, AK 99707

Pastor's Honorarium

\$100.00

This is the minimum suggested amount, if using a Shannon Park Baptist Church Pastor during the ceremony. This amount is due 30 days before your scheduled event. Please make payment to Shannon Park Baptist Church with your final facilities payment with "Pastor's Honorarium" and your scheduled date in the memo line.

Cancellation Policy:

If a reservation is cancelled please allow up to 60 days for return of deposit.