

Name: _____

Date of Wedding: _____

New Britain Baptist Church
Building Usage - Wedding (Member)

P.O. Box 5147, New Britain PA 18901
Phone: (215) 345-1535 Fax: (215) 345-4768

General Information

Bride

Groom

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Event Information

Ceremony

Rehearsal

Date: _____ Time: _____

Date: _____ Time: _____

Arrangements

☐ We have made arrangements with your Pastor
Rev. Jim Sutton.

☐ We have made arrangements with your keyboardist
Glen Poehlmann

☐ We will provide our own clergy.

☐ NBBC has approved, as keyboardist, the use of:

Name/Phone: _____

Name/Phone: _____

Cost:

General fee, \$200.00: includes Custodian Fees and Church Fees. Pastor: no fee.
Keyboardist basic fee, \$100.00: not included in above costs. Bulletins: \$50.00.
The bride and groom are responsible for making arrangements with our keyboardist, Glen Poehlmann (610-451-4871); the keyboardist fee is to be paid directly to the keyboardist.

Requirements:

All fees are to be paid in full upon approval of this request. The ceremony and rehearsal dates will be officially scheduled on the church calendar upon receipt of fees.
Checks should be made payable to: New Britain Baptist Church.
Couples wishing to be married by our Pastor are expected to make arrangements to attend at least three (3) pre-marital counseling sessions.

We do not have a center aisle or air conditioning in the building.
Smoking (within the buildings), drinking of alcoholic beverages, and dancing are prohibited on the premises.

Signature of Bride

Signature of Groom

THIS PORTION TO BE COMPLETED BY TRUSTEE

Contact Person: _____

Phone: _____

*this person will be responsible for unlocking
the church for rehearsal and ceremony.

_____ Above request approved.

_____ Above request not approved.

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Pianist/Keyboardist Fees for Weddings

The \$100.00 basic fee (member); includes a fifteen-minute Prelude, the Processional, some quiet music during the candle lighting or at another specified time in the ceremony, and the Recessional. This fee also includes one rehearsal (most likely Friday evening).

If the Processional must start fifteen minutes later than the agreed upon time due to a participant's late arrival or lack of readiness and the Prelude must be extended fifteen minutes longer than first requested, an additional \$30.00 fee will be charged. If the Prelude is extended thirty minutes for the same reasons, \$60.00 will be added to the basic fee.

Each additional rehearsal for soloists or other performing groups which involve the pianist/keyboardist will be \$50.00.

If you want specific pieces of music or songs that the pianist/keyboardist does not have you can either purchase the music yourself or the pianist/keyboardist will purchase the music with the understanding that he/she will be reimbursed for the purchase.

Glen Poehlmann

610-451-4871

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Set Up for Weddings

| | | | |
|--|--|------------|-----------|
| | | | |
| | | Yes | No |
| | Church | | |
| | Communion table | | |
| | Candle holders- couple to supply | | |
| | Flower stands | | |
| | Pulpit | | |
| | Reading stand - on side | | |
| | Guest book stand | | |
| | Music stand | | |
| | Extras | | |
| | Women will be dressing in the Library- there is a mirror in the Ladies Room. | | |
| | | | |
| | Each side aisle 43 ½ Feet | | |
| | | | |