

# *Pleasant Grove Baptist Church*

17236 Frog Pond Road  
Oakboro, NC 28129  
704/485-3944

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## **FLORIST POLICY**

1. All decorations should be removed by the florist immediately following the completion of the wedding pictures. If the bride wishes to leave the flowers for the Sunday services, please coordinate this with the church office.
2. The florist has the responsibility for cleaning up after the decorations have been removed. The Sanctuary will be in a clean and orderly condition upon the florist's arrival and should be left in the same manner. If the church is not properly cleaned, the florist will be contacted and requested to make the necessary corrections.
3. Please do not use nails, tacks, staples, pins, tape, or any fastener items that can harm the Sanctuary's woodwork. Only wrapped wire or ribbon should be used to fasten the bows.
4. Clamps that fasten globed candles to the pew-ends must be padded.
5. Please use only non-drip candles (metal, spring-load may be used). Plastic should be placed under the candle stands. The florist is responsible for cleaning wax from the furniture and carpets should wax drip on them.
6. Please place no items on the piano or organ. This includes flowers, ferns, candles, etc.
7. The florist and all employees are expected to observe the sanctity of the church and the Sanctuary. Offensive or discourteous actions are not allowed.
8. No equipment should be stored in the church's hallways prior to or following the wedding ceremony.
9. Pleasant Grove Baptist Church reserves the right to approve a florist to decorate the church's Sanctuary.

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## WEDDING POLICY

The family of Pleasant Grove Baptist Church rejoices with you as you prepare to celebrate your wedding. We are thankful to have the opportunity to minister to you at this special time in your lives.

As you plan your wedding, please be aware of the following:

- A. There is a \$25 fee for the use of the church Fellowship Hall. Regarding wedding activities, the \$25 fee pertains to such events as a bridal shower, wedding rehearsal dinner, and wedding reception/cake cutting. The only exception to the fee is the use of the Fellowship Hall as a dressing area by the bridal party.
- B. The bride and groom are responsible for the cleaning of all church facilities following the wedding activities. The cleaning includes (but is not restricted to) the Sanctuary and front porch, all dressing areas, Fellowship Hall, and any bird seed lying on the sidewalks and porch areas. This assures that all church facilities will be ready for the church's use on Sunday.
- C. Please be sure that your florist is aware of and follows the attached **Florist Policy**. No exceptions to this policy, please.
- D. Prior to leaving, the wedding party should check the buildings to ensure that clothing, hangers, bags, etc. have been removed. Pleasant Grove Baptist Church will not be responsible for any item(s) left in the church facilities following a wedding.
- E. The bride and groom may coordinate tentative scheduling on the church's calendar for the wedding activities through the church secretary. The bride and groom should obtain a **Wedding Reservation** form from the church office. Once completed and returned to the church office, the wedding date will be entered on the church calendar.
- F. Use of the church sound equipment (microphones, organ, etc.) must be coordinated with the church's music department thru the church office at 704-485-3944.

We understand and agree to the above:

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*Bride*

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*Groom*

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*Date*

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*Date*

# Pleasant Grove Baptist Church

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## WEDDING RESERVATION FORM

Please return the completed form to the church office as soon as possible as a date cannot be reserved until we receive this form. All fees are payable by one (1) week prior to the wedding service. In the event the wedding location is changed, any paid fees will be returned.

Date of Request: \_\_\_\_\_

Requested Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Address after Marriage: \_\_\_\_\_

Minister Performing Ceremony: \_\_\_\_\_

Church Name: \_\_\_\_\_ Denomination: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Church Phone: \_\_\_\_\_

We wish to reserve:  Sanctuary  Fellowship Hall  
 Choir Room  Nursery  
 Sunday School Rooms (dressing areas for wedding party)

Rehearsal: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Florist Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you plan to leave any flowers for the Sunday Worship Service? \_\_\_\_\_

**CLEANING / DAMAGE CLAUSE:** The bride and groom will be responsible for the cleaning of Pleasant Grove Baptist Church following the wedding. This cleaning will include (but is not restricted to) the Sanctuary, front porch, all dressing areas, Fellowship Hall, and any bird seed left on the sidewalks and porch areas. Further, the bride and groom will be responsible for any damages which might occur to the buildings and/or furnishings of Pleasant Grove Baptist Church during the time the church and its facilities are in use by this wedding party and all associated with this wedding.

We have read and understand the attached church policies concerning weddings and the use of all Pleasant Grove Baptist Church facilities.

\_\_\_\_\_  
*Bride's Signature*

\_\_\_\_\_  
*Groom's Signature*

### FOR CHURCH OFFICE USE ONLY

Entered on the Church Calendar (mm/dd/yy): \_\_\_\_\_

Fees Received on (mm/dd/yy): \_\_\_\_\_

Church Office Staff Signature: \_\_\_\_\_

*Signature of staff person completing the above information*