

Food & Decorations at Your GABC Wedding

Decorations and food for weddings and receptions are a vital element in the beauty of the occasion. They are also, unfortunately, one of the greatest potential sources for damage to church facilities and miscommunication between all concerned. The following guidelines are designed to enhance both the beauty of your wedding and protect the beauty of the church facilities.

Please understand, the parents of the bride are responsible for any damages to carpet, furniture or buildings. It is to your advantage to be certain your florist and caterer understand and follow these policies by signing and returning the forms provided in the bridal packet available from the Scheduling Coordinator 903-525-1126.

Equipment

Church property within the Worship Center or Chapel may only be moved by the Green Acres maintenance staff. Furniture may not be relocated from one part of the building to another. Green Acres Baptist Church musical instruments may not be moved at all. All setup arrangements for the reception must be indicated on the Setup Maintenance Request Form (available in the bridal packet) and given to the Scheduling Coordinator one month prior to the wedding.

Decorations

You may have access to any of the buildings as early as 8:00 a.m. on the MORNING of the wedding and/or reception to decorate the rooms you will be using. You may bring in any stationary objects, such as arches, podiums, etc., (not fresh flowers) on the day of the rehearsal to decorate for your wedding in the Chapel ONLY. The air conditioning will be turned on two hours before the rehearsal is scheduled to begin.

Due to lack of storage facilities, anything brought in by the wedding party, florist, caterer or a rental company must be removed immediately.

No nails, tacks, pins, wire or adhesives are to be used in any place or on any furniture in the church to secure decorations. Pipe cleaners, coated floral wire or padded clamps may be used to adhere arrangements and bows to pews.

When and where candles are used, proper protection must be provided for all carpet and property. Candles must be of a dripless variety and be snuffed out, not blown, to prevent splattered wax. Pew candelabras must have globes or use inserts for mechanical candles and use a padding that does not leave a residue on the wood.

If a Green Acres Baptist Church custodian is requested to assist with decorations, he shall be paid by the one requesting his/her assistance at the rate normally paid to him by the church.

Departure

Only birdseed or bubbles may be used for the "send off" of the bride and groom, and these may be used only outside of the buildings. We are sorry, but the safety of the participants and the facilities require us to prohibit the use of rice, confetti, flower petals, potpourri or any other material.

Cleanup

Please clean up all areas after you finish decorating. All equipment should be removed from the ceremony area immediately following the ceremony and picture taking. Green Acres Baptist Church will not store floral equipment. Green Acres Baptist Church does not provide any cleaning equipment such as vacuums for cleanup. You must provide your own.

Due to necessary cleanup, the reception area will need to be cleared by 9:30 p.m.

Food Restrictions

There will be NO colored punch served in any church building. Mustard, ketchup or tomato-based foods, which would stain the carpet, are not allowed in any church building.

Personnel

The Green Acres Baptist Church maintenance staff is responsible for requested setup prior to the wedding reception.

The maintenance staff is not responsible for:

- Cleanup after flower preparation
- "Bussing" for the reception
- Cleanup of decorations and floral/caterer's equipment
- Admitting florists or caterers to parts of the church other than the specified areas where the wedding and/or reception will be held.

Reminder

The facilities are dedicated to the Lord and we ask that all parties treat them with reverence and respect.

- Use of inappropriate language is prohibited
- Proper dress is required for preparation and at the wedding and reception.
- The use of alcoholic beverages or items resembling such beverages is strictly prohibited on the premises or in any of the buildings.
- Smoking is not allowed in church buildings at any time.
- No furniture is to be moved or used to stand on.

Outside caterers will be held responsible for any lost equipment or damage to equipment or facilities during their use. A Caterer's permit is required. This form is available in the Wedding Guidelines Book available in the Scheduling Coordinator's office.

Please contact the Scheduling Coordinator at 903-525-1126 for any questions or concerns you may have.