

Your Wedding Ceremony at Royal Lane Baptist Church

The congregation and staff of Royal Lane Baptist Church extend to you our warmest congratulations and best wishes for your wedding.

The wedding ceremony is one of the most sacred of all the rituals of the church. It is not primarily a social event but a sacred rite in which two persons pledge themselves to each other with the blessings of God and are united by God in holy wedlock.

Royal Lane has been the site of weddings for over 50 years. The church wants to render the greatest service possible to its members and non-members of the community. To accomplish this, the following policies of operation and procedures have been established and approved by the church, which, in its judgment, will help make your wedding a joyous and safe occasion in keeping with the spirit of Christian marriage. Every measure has been taken to make these policies as inclusive as possible. If there are any questions or concerns, please contact the Church Office or your assigned Wedding Director for clarification.

Royal Lane Baptist Church is an inclusive, multi-generational community of believers in God as revealed in Jesus Christ. We believe in the inspiration of scripture, the equality of all persons, unity in diversity, and the priesthood of all believers. In communion with and through the power of the Holy Spirit, we follow the way of Christ and share the good news through worship, education, missions, and ministries.

We are a vibrant welcoming and affirming mosaic of ethnicities, racial identities, sexual orientations, and socioeconomics. We affirm the sacredness, dignity, and equality of every person.

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CHECKLIST

- ☐ Read **ALL** Policies and Procedures.
- ☐ Contact RLBC Wedding Assistant for date availability.
- ☐ Sign ***Reservation Acknowledgement Form***.
- ☐ Pay deposit (see *Fees*).
- ☐ Forward *Policies & Procedures for Florist* (pgs. 10-11).
- ☐ Forward *Policies & Procedures for Photographer/ Videographer* (pgs. 12-13).
- ☐ Forward to Officiant (pg. 6).
- ☐ Forward to Guest Musicians (pgs. 7-8).
- ☐ Four (4) months prior: Pay fee balance.
- ☐ Contact Minister of Music & Worship (see below) to set a date for music consultation. **ALL wedding parties must have a music consultation with the Minister of Music for approval of all music.**
- ☐ Eight (8) weeks prior to the date of your wedding: If your decision is not to utilize an Organist/Keyboardist from the approved organist list, the ***Keyboard Waiver Agreement*** must be submitted. **The Minister of Music must approve all musicians regardless of the waiver.**
- ☐ Four (4) weeks prior: Your assigned RLBC Wedding Director will contact you to schedule a consultation to plan the seating, wedding processional, and recessional logistics.

ROYAL LANE BAPTIST CHURCH

6707 Royal Lane ▪ Dallas, Texas 75230-4145

Phone: 214-361-2809

weddings@royallane.org

PERTINENT NUMBERS:

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Minister of Music & Worship

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RESERVATIONS & TIME AVAILABILITY

There are two times available for ceremonies on Saturdays (see schedule below). Sunday afternoons and evenings as well as weekday times may be scheduled based on facility availability.

Weddings are scheduled on a *first come, first served* basis. Deposits and the initial fee payment are required to secure a date and will be placed on the calendar only after the payment is received. Additionally, a signed and dated ***Reservation Acknowledgement Form*** must be completed and returned, verifying the couple has received, read, and agrees to the wedding policies of Royal Lane Baptist Church. There are no verbal contracts. Any cancellations by the wedding party will result in forfeiting all nonrefundable payments as discussed in *Fees*.

Weekend Schedule for weddings and rehearsals:

FRIDAY Evening Rehearsal Times:

Option 1: 5:30 pm - 6:30 pm

Option 2: 7:00 pm - 8:00 pm

SATURDAY Ceremony Times:

Option 1: 10:00 am - 2:00 pm

Ceremony start time: 11:30 am, 12:00 pm, 12:30 pm

Option 2: 4:00 pm - 8:00 pm

Ceremony start time: 5:30 pm, 6:00 pm, 6:30 pm

FEES

Building Usage Fee:

\$4,000.00

Fee Includes:

- One (1) hour for rehearsal prior to ceremony.
- Four (4) hours for ceremony and related activities on date of ceremony.
- Wedding Director (assigned approximately four (4) weeks prior to the ceremony date). The Wedding Director will contact the bridal party and schedule a meeting to outline the ceremony structure. The Wedding Director will facilitate the rehearsal and the ceremony concerning the processional, recessional, seating, ushering, and other details. The Wedding Director will be on campus at all times during the rehearsal and the ceremony.
- Custodial Attendant will attend to all building needs.
- Sound Technician will set up all microphone/amplification requirements and run the sound system during the ceremony.
- Keyboard fee (\$300, included in rental fee) will be refunded if **Keyboard Waiver Agreement** is received eight (8) weeks prior to the original ceremony date and approved by the Minister of Music & Worship or Church Organist.
- Deposit (\$500) To cover any damage to buildings, furnishings, additional time expenditures by church employees, and any failure of wedding party and vendors to follow RLBC rules stated in this policy. This fee is refunded via check two (2) weeks after the wedding, pending approval by the Wedding Director.

Payment Schedule:

- Initial payment due at time of booking: \$2,000.00
- Balance due four (4) months prior to wedding date: \$2,000.00
- Note: Initial Payment and forms (pages 15 and 17) must be submitted and approved to reserve a date.

FEES DO NOT include:

- Officiant (Minister/Clergy/Justice of the Peace)
- Musicians other than Organist

Optional Fees:

- See **Vickrey Hall Usage Agreement**
- See **Wedding Rental Accessories**
- Childcare

Cancellations:

- The initial \$1,750.00 of the \$2,000.00 fee is non-refundable unless the date can be rebooked to another wedding party.
- NO REFUNDS are permitted four months prior to date.

All checks made payable to Royal Lane Baptist Church. We also accept the following credit cards: American Express, Discover, MasterCard, Visa.

CEREMONY AND THE OFFICIANT

The Royal Lane congregation is a diverse people united in Christ. As such, we embrace and welcome guest officiants as long as they have been ordained or licensed to perform the ceremony.

Royal Lane ministerial staff is not required to officiate at your ceremony; however, they stand ready and willing to serve as your officiant if needed. The only stipulation is that your ceremony be of a Christian nature.

Announcements are not permitted at the conclusion of the service. Please include reception information, expressions of gratitude to family and congregation, and contact information for the wedding couple in your printed program.

Note: It is our expectation, barring any catastrophic or unforeseeable event, that all weddings begin promptly at the scheduled time. Any delay in the ceremony start time may result in the forfeiture of deposit. All members of the wedding party must be on campus thirty (30) minutes prior to the agreed ceremony start time. **It is imperative that all wedding-related activities occur within the allotted four-hour time frame. Any additional time must be approved and is subject to additional charges.**

MUSIC

Music is an integral part of a church wedding. The following procedures are applicable for music scheduling and approval.

If either the piano and/or organ are used for the music portion of your ceremony, the Organist, from an approved list of organists, shall accompany your ceremony. (Note: Keyboard fee of \$300 is included in the wedding rental fee.)

String quartets, brass quintets, a harpist, or other ensembles are very effective in the Royal Lane Sanctuary. If you are interested in enlisting musicians in addition to or instead of the Organist for your ceremony, contact the Minister of Music or the Wedding Assistant. **Enlisted musicians must have the approval of the Minister of Music or Organist eight (8) weeks prior to the ceremony.**

KEYBOARD WAIVER

If neither organ nor piano are used for the ceremony, the ***Keyboard Waiver Agreement*** (included with this document) **must be submitted eight (8) weeks prior to the ceremony** for eligibility of the keyboard fee refund, subject to approval by the Minister of Music & Worship or Church Organist.

ABOUT THE SERVICE MUSIC

All music for the wedding ceremony shall be in keeping with the sacred character and appropriate dignity of the wedding ceremony. Only classical and/or overtly sacred music will be used for ceremonies at Royal Lane. To this end, **all music must have the approval of the Minister of Music or Organist. Service music being performed by enlisted musicians must be submitted eight (8) weeks prior to the ceremony.**

NO PRE-RECORDED MUSIC OF ANY FORM IS ALLOWED.

PRINTED MUSIC LITERATURE

It is the wedding party's responsibility to provide ample legal print copies of music in the correct key to the Minister of Music or Organist for approval, as well as for other musicians. Photocopying music, unless it is under public domain or out of print, is against copyright laws and is not allowed. Links to online sheet music, .PDF files, and electronic copies of music are not suitable substitutes for printed music.

ORGANIST

The RLBC Organist/Keyboardist provides:

- A music selection consultation meeting with a wedding party representative(s) approximately six (6) weeks prior to the ceremony.
- List of selected music provided to wedding party for inclusion in the printed program.
- Thirty (30) minutes pre-ceremony music, processional, recessional, accompaniment for vocalist(s) and instrumentalist(s), and any music during the wedding, including a pre-wedding rehearsal (approximately 1.5 hours before ceremony on the wedding day) with soloists/instrumentalists. (Note: This does not include the “teaching” of musical selections to soloists or instrumentalists. If this is necessary, an additional per hour charge of \$75 will be added.)
- **Organist/Keyboardist does not attend wedding rehearsals.**

Additional suggestions for your ceremony:

- Before the music selection consultation meeting with the **Minister of Music**, you should have some idea of the ceremony layout the minister will be using. If possible, it is helpful to bring a copy of the ceremony program with you.
- If you would like to utilize additional approved musicians (vocal soloists, string quartet, trumpeter, harpist, flautist etc.) you should book them as quickly as possible. Many of the best musicians in our area are in high demand for weddings. If you would like the names and contact numbers of other musicians, contact the church office or reference the included list of musicians.
- Begin attending other weddings or listening to wedding music tapes or CDs (some are available at Christian bookstores and on the internet) for ideas about the type of music you would like to have played/sung at your ceremony.
- List of selected music provided to wedding party will be supplied by the Minister of Music for inclusion in the printed program.

NOTE: If your decision is not to utilize our Organist/Keyboardist, the **Keyboard Waiver Agreement** must be submitted eight (8) weeks prior to the ceremony date. The Minister of Music must approve your music and musicians regardless of the waiver.

VOCAL & INSTRUMENTAL SOLOISTS

With the exception of the organist, the wedding party is at liberty to engage the services of anyone they desire; however, all vocalists and instrumentalists must be heard and approved by the Minister of Music.

It is highly beneficial to engage professional soloists to work with the Organist or other accompanists. Use of non-professional soloists may require extra time, which will greatly increase the Organist's fees. Soloist fees must be negotiated privately.

An hour and a half to 45 minutes prior to the start of the ceremony is the only available time for musicians to rehearse the day of the wedding.

FACILITY FACTS

SANCTUARY

- Center Aisle (for carpet runner) – 71 feet long x 6 feet wide
- Seating Capacity – 325 to 350
- Number of Pews – 21 on each side
- Pew Height - 34 1/2 inches (top to floor) x 17 inches wide
- Chancel Modesty Rail Ledge – 23 feet long x 4 inches wide
- Doors into Sanctuary from Narthex - each 7 feet height x 3 feet wide
- Table in Narthex - 42 inches diameter
- Windows - 10 (5 on each side) along outside aisles
- No food and beverages will be allowed.

VICKREY HALL

- See ***Vickrey Hall Usage Agreement***
- Seating – 96 with 8 chairs per round table or 150 with seating only around the perimeter
- Kitchen may be used for staging and serving only. No cooking is allowed.

DRESSING ROOMS

- Dressing room 1 (one) is located in the Vickrey Hall building and is equipped with a lighted vanity, full length mirrors, garment racks, garment steamer, and pull-down ironing board. Restrooms are located in an adjacent hallway.
- Dressing room 2 (two) is adjacent to the Main Office in the Library and is equipped with a garment rack and covered tables. Restrooms are located in an adjacent hallway.
- Food and beverages are allowed in the dressing room areas only.

SECURITY

Security is provided by a uniformed Dallas Police Officer to be present one hour prior to the ceremony start time and one hour after the ceremony start time.

SMOKING, VAPING, and ILLEGAL SUBSTANCES

Smoking, vaping, and illegal substances are not allowed on the church premises at any time before, during, or after the wedding. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence. It is the responsibility of the wedding party to see that all participants are informed of and abide by this policy.

SOUND SYSTEM

RLBC will provide a wireless microphone for the minister, microphones for soloist(s) and scripture reader(s), and will provide a sound technician. No persons other than Royal Lane Baptist personnel are allowed to operate our sound system.

No pre-recorded music of any form is allowed.

POLICIES & PROCEDURES FOR FLORIST

DECOR & DECORUM

The sanctuary of Royal Lane is itself an offering of praise to God. Many members have sacrificed physically and monetarily for the benefit of those of us using these beautiful facilities. It is expected that no decoration will do physical harm to the building or any of the fixtures located therein.

CANDELABRAS/CANDLES

Wedding parties may rent candelabras and unity candle stand from Royal Lane (see Wedding Rental Accessories). Florists may also supply freestanding candles and/or candelabras (dripless candles only).

ALL candelabras must have sheets of clear plastic placed under the candles and candelabra, as damage to wood flooring from hot wax may result. The wedding party is responsible for any damage. **No candles may be placed in the aisles or on the floor of the chancel or choir loft.**

The wedding party must provide all candles. 3" X 9" pillar candles are recommended for the church-owned candelabras and unity candle stand.

WINDOWS

Decorative blocks of ivy with space for a glass hurricane may be rented from Royal Lane (see Wedding Rental Accessories). The windowsills of the Sanctuary may be decorated with the understanding that any use of candles or flames must be completely enclosed in either glass or metal. Only the bottom section of the shutters may be opened.

CHANCEL

The chairs in the choir loft area will **not** be removed for a wedding. The choir loft modesty railing may be enhanced with votive candles with the exception of the space directly in front of the organ console. All candles must be enclosed in glass or metal.

PEWS & AISLES

Flowers and/or greenery may be attached at the ends of the pews using ribbon or non-damaging plastic clips. Arrangements should be placed in such a way that they allow for maximum "traffic flow" in the aisles. **No candles may be placed in the aisles.**

ADDITIONAL GUIDELINES

- No tape, pins, nails, tacks, or glue may be used to fasten decorations to any part of the church building or furnishings.
- Church furniture, paraments (cloths), and other furnishings may not be removed or altered. All chancel furnishings will be removed prior to the wedding.
- All seasonal décor will remain. Office can advise about décor schedule.
- Nothing may be placed on the musical instruments.
- No rice, birdseed or anything of this nature may be thrown anywhere on church property, including the parking lot.

- Attendants may distribute **artificial** (silk or paper) petals **ONLY**. The use of real flower petals may stain the carpeting. Arrangements by the wedding party must be made for removal of petals immediately following the ceremony (failing to do so may result in the loss of the deposit).
- Furniture in the Narthex and the hallways behind the sanctuary as well as Vickrey Hall should not be used for storing items.
- Food and drinks are not permitted in the Sanctuary, the hallways, or the Narthex. Refreshments are permitted in the dressing areas **only** and must be removed following the ceremony.

SETUP & REMOVAL TIMES

Decorating of the facilities may begin no more than two (2) hours before the time of the ceremony unless prior arrangements are made through the church office and/or Wedding Director. Additional fees may apply for early arrival.

Arrangements by the wedding party must be made for the immediate removal of all decorations following the ceremony. Additionally, leaves, stems, petals (including those distributed in the center aisle) and other pieces of floral decorations should be removed so that general cleaning may occur immediately following the ceremony. Failure to comply may result in the loss of the deposit. **Items not removed by the florist or wedding party may be discarded by church staff to allow preparations for other services. There are NO storage areas available for gifts, clothing, decorations, candelabras, or floral arrangements. Royal Lane cannot be held responsible for any items left after the approved timeframe.**

TO THE WEDDING PARTY

The above policies apply whether the family chooses to use the services of a professional florist or those of a nonprofessional friend or relative. **It is the responsibility of the wedding party to see that anyone ordering or handling floral or other decorations is supplied with a copy of this information.**

Royal Lane Baptist Church reserves the right to deny the privilege of access, present and/or future, to anyone who does not comply with the above guidelines. The wedding party is responsible for ensuring that family, friends, and florist observe these policies in detail. Additional copies of this document are available on request. **Ignorance of these rules will not be considered a valid excuse for failing to abide by them.**

Royal Lane Baptist Church
6707 Royal Lane
Dallas, TX 75230-4145
214-361-2809

POLICIES & PROCEDURES FOR PHOTOGRAPHER AND VIDEOGRAPHER

The ceremony of Christian marriage is a sacred occasion when two persons enter into solemn covenant with God and with each other in the presence of family, friends, and members of the community of faith. The purpose of the ceremony, like that of every worship service, is to praise and glorify God.

Many couples wish to remember this holy occasion through still and/or video pictures. Royal Lane welcomes both professional and amateur photography provided it does not distract from worship. To provide couples and their families with photo and video opportunities in keeping with the sanctity and integrity of the worship service, we have established the following policies.

Before the wedding ceremony: Photos of the wedding party may be taken inside the sanctuary before the service and/or at other locations in or around the church buildings. Photography sessions held inside the sanctuary before the service must end at least forty-five (45) minutes before the ceremony is scheduled to begin, allowing musicians adequate time for rehearsal, a sound check, etc.

NOTE: The wedding ceremony begins with the Prelude Music. NO MOVEMENT OR FLASH PHOTOGRAPHY is permitted in the Sanctuary after the music begins.

During the wedding ceremony:

Photography:

No flash photography or artificial lighting is permitted inside the Sanctuary. *Ushers are encouraged to inform the guests* of this policy. While the ceremony is in progress, photographers may be admitted only to the Sanctuary balcony or the back of the Sanctuary behind all guests.

Cameras with flash attachments will not be allowed in the Sanctuary any later than thirty (30) minutes preceding the ceremony or any earlier than the departure of the wedding guests. Photographs may be made in the Narthex preceding the ceremony, as long as no flashes are aimed toward the interior of the Sanctuary. The wedding party may return to the Chancel for photographs following the ceremony should they so desire.

A single flash photograph may be made from the center aisle toward the rear of the Sanctuary during the entrance of the bridal party as long as the photographer goes no further into the Sanctuary than the third pew from the rear. Under no circumstance is the taking of photographs to impede the progress of the processional. Flash photographs directed at the front of the Sanctuary are not allowed since this may distract the clergy and musicians.

Videography:

A **video capture** of the ceremony may be made using cameras from either or both of two vantage points: from the balcony and/or just behind and in the stairwell at the column near the east side of the choir loft, (right side if facing the choir loft from the sanctuary). Video recording may use only available light. No additional lighting is permitted. **No movement by the videographer is allowed during the ceremony.**

NOTE TO VIDEOGRAPHERS: Should you wish to use your own wireless microphones, the current wireless microphone frequencies in use at Royal Lane are:

542.350 MHz	518.150 MHz
519.750 MHz	536.550 MHz
538.350 MHz	538.750 MHz

Royal Lane Baptist Church reserves the right to deny the privilege of access, present and/or future, to anyone who does not comply with the above guidelines. The wedding party is responsible for ensuring that family, friends, and professional photographers observe these policies in detail. Additional copies of this document are available on request. **Ignorance of these rules will not be considered a valid excuse for failing to abide by them.**

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6707 Royal Lane
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RESERVATION ACKNOWLEDGEMENT FORM

_____ I acknowledge that I have received and read the Royal Lane Baptist Church policies/guidelines and that I understand and agree to abide within the terms and conditions set forth therein. This Wedding Reservation Acknowledgement Form is the only contract; there are no verbal contracts.

_____ I further agree to be responsible for instructing those providing services for the wedding (the florist, photographer, videographer, and non-staff musicians) to likewise adhere to the applicable terms and conditions. **Ignorance of these rules will not be considered an excuse for failing to abide by them.**

_____ The wedding party releases the church from all liability relating to the rental facilities or any of the church property, its officers and employees, from any suits, claims, complaints, damages, judgments, penalties, thefts, fines, losses, costs and expenses of any kind and nature, at any time during the rental time, and to include any and all items that may be left unintentionally.

_____ I understand that the initial \$1,750.00 of the \$2,000.00 fee is non-refundable unless the date can be rebooked to another wedding party.

____ I understand that NO REFUNDS are permitted four months prior to the original reservation date.

Note: Initial above statements to confirm your agreement and understanding.

Scheduled Rehearsal Date: _____ - _____ - _____
 Month - Day - Year

Time: ____ **5:30 pm – 6:30 pm**
7:00 pm – 8:00 pm

[illegible]

Time: _____ 10:00 am – 2:00 pm with Ceremony Starting: 11:30 am 12:00 pm 12:30 pm
 _____ 4:00 pm – 8:00 pm with Ceremony Starting: 5:30 pm 6:00 pm 6:30 pm

Party A
Date

 Party B Date

Accepted and Approved by Royal Lane Baptist Church

for Royal Lane Baptist Church
Date

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WEDDING PARTY CONTACT INFORMATION (OFFICE USE ONLY)

Party A's Name		Party B's Name	
Address		Address	
City	Zip	City	Zip
Home		Home	
Work		Work	
Cell		Cell	
E-mail		E-mail	

Alternative Contact: Name: _____ Phone Contact: _____

CEREMONY VENDOR CONTACT INFORMATION

FLORIST: _____

Phone Contact: _____ Email: _____

PHOTOGRAPHER: _____

Phone Contact: _____ Email: _____

VIDEOGRAPHER: _____

Phone Contact: _____ Email: _____

PAYMENT INFORMATION

Wedding Rental Fee: **\$4,000**

Payment One: _____ Dated: _____ Check/Card: _____

Payment Two: _____ Dated: _____ Check/Card: _____

Onsite Childcare - \$80.00 Check/Card/Deposit: _____

Vickrey Hall Rental - \$800 Check/Card/Deposit: _____

Accessories-Item: _____ Check/Card/Deposit: _____

Item: _____ Check/Card/Deposit: _____

Item: _____ Check/Card/Deposit: _____

Name/Address Security Deposit(s) Refund to be Return Mailed:

STAFF ASSIGNMENTS

Organist _____ **Music Approval** _____

Wedding Director _____ **Officiant** _____

Building/Custodial Staff _____ **Sound Technician** _____

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KEYBOARD WAIVER AGREEMENT

By authorization of this **Keyboard Waiver Agreement**, there will be no keyboard musicians (organ, piano, or any electronic keyboard) performing at our wedding.

The wedding party understands that the keyboard musician's fee of \$300.00, which is included in Building Usage Fee, will be reimbursed following the wedding if a waiver is submitted and approved eight (8) weeks prior to the ceremony date.

It is further understood that:

- It is the responsibility of the wedding party to provide Royal Lane Baptist Church a copy of the signed contract for outside musicians who will provide music for the wedding, i.e. string quartet, harp, brass, etc. **The ceremony music and musicians must be approved per guidelines regardless of waiver.**
- If unauthorized keyboard music is performed at the wedding, forfeiture of the Organist fee and deposit will result.

Note: This waiver must be submitted and approved eight (8) weeks prior to the ceremony date.

Signature: _____ Date: _____

Wedding Date: _____ - _____ - _____
Month - Day - Year

Received by Royal Lane Baptist Church

For Royal Lane Baptist Church Date: _____

Accepted and Approved by Minister of Music/Organist

For Royal Lane Baptist Church Date: _____

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VICKREY HALL USAGE AGREEMENT

Usage Date/Time: _____

Name of User: _____

Address: _____

Contact Person: _____

Phone: _____

E-mail: _____

Emergency Contact Information: _____

Payable to Royal Lane Baptist Church at time of booking facility rental:

Fee: \$1,000.00

Damage Deposit: \$300.00

Description of Rented Facilities

Rental of Royal Lane Baptist Church's Vickrey Hall for receptions or dinners:

This ***Vickrey Hall Usage Agreement*** is made and entered into as of the date set forth above by and between **Royal Lane Baptist Church**, a Texas non-profit corporation (the "Church"), and User.

The Church is willing to rent the Facilities to User subject to the terms and conditions set forth in this ***Vickrey Hall Usage Agreement***. In consideration of the mutual covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Church and User agree as follows:

Rental of Facilities

The Church agrees to permit User to use the Rental Facilities on the dates and times set forth above during the Rental Term, subject to the terms and conditions set forth in this Agreement.

- Maximum capacity not to exceed 96 people seated at 12 60-inch round tables or tables or 150 people with seating around the perimeter and food tables plus 32-inch high-boy/cocktail tables in use. The appointed RLBC Staff member will manage numbers and move overflow crowd, at the discretion of the RLBC Staff member, to the Arcade. Forfeiture of the Damage Deposit may occur if the overflow requires additional cleanup in areas other than Vickrey Hall or in Vickrey Hall because of excessive, overflow crowd use.
- The kitchen may be used for food staging only (use of countertops only). Use of cooking units, refrigeration, or utensils is not allowed.
- A gift table may be set up in front of the lobby of Vickrey Hall.
- No smoking or illegal substances is allowed on the premises.

- Dinners/receptions should conclude three (3) hours after the indicated start time. Forfeiture of the deposit, in its entirety or in part, may occur should the event exceed the allotted time.
- All items belonging to the User's party and/or caterer must be removed at the conclusion of the dinner/reception.
- Caterers, or RLBC staff, should return kitchen to full order before departure at the close of the dinner/reception.
- Cleanup of the hall will be completed by the RLBC Custodial Attendant.

Payment of Fee

User agrees to pay the User Fee for the Rented Facilities in the amount set forth above.

User shall pay the total User Fee of \$1,300.00 at time of booking rental facility which includes \$300 deposit.

In Witness Whereof, the parties have executed this *Vickrey Hall Usage Agreement* as of the date first written above.

Royal Lane Baptist Church Dallas, Texas

By: _____

Printed Name _____

Title: _____

Date: _____

USER: _____

By: _____

Printed Name: _____

Date: _____

WEDDING RENTAL ACCESSORIES



Black Candelabra

Stands 57.5 inches high, and the width from bottom outer candle trays is 31 inches. Each of the round candle holders is 5 inches round and holds a pillar candle that is 3 inches in diameter.

These black wrought iron candelabras rent as a pair.

Price to Rent Pair: \$75



9 Candelabra Cluster Stand

Brass stand with 9 holders for taper candles in a circular formation. Stands 55 inches high and the diameter of the bottom tier is 26 inches wide. This stand can telescope higher.

These candelabras rent as a pair.

Price to Rent Pair: \$50



Single Candle Stand

Brass stand to hold 6-7 inch taper candle. Clear glass cylinder lamp fits over the candle. Round brass flower cup can be fitted to hold flowers or greenery. Stands 43 inches high, or it can telescope higher.

These candelabras rent as a pair.

Price to Rent Pair: \$20



Unity Candle Stand

Stand hold tapers on each side for the mothers/parents and a 3-inch pillar candle in the center for the bridal couple.

Stands 49 inches high, available in brass and black wrought iron.

Price to Rent: \$50



**Hurricane Lamp; and greenery for 10 Windows;
\$100**

Hurricane Lamps are 12 inches tall
3 x 9-inch pillar candles are recommended for lamps

Candles not Supplied



**Columns – White or Clear
Price to Rent: \$35 per pair**