

Reservation Form & Contract

Please check the building(s) & services you are requesting.
Please coordinate with the office when completing this form.

BUILDING USE FEES

Sanctuary (\$500) + Deposit (\$100)

Fellowship Hall (\$200) + Deposit (\$50)

SUBTOTAL OF BUILDING USE FEES + DEPOSITS:

FEES FOR SERVICES

Minister \$125

Minister's Assistant \$30

Custodian—wedding \$75

Custodian—reception \$50

Organist \$

Sound Tech (live music) \$60

Video Tech \$20

Other: _____ \$

SUBTOTAL OF FEES FOR SERVICES:

By signing below I agree that I have read the information in this booklet and understand that I am responsible for the wedding party abiding by the stated policies.

BRIDE'S NAME

GROOM'S NAME

BRIDE'S ADDRESS

GROOM'S ADDRESS

BRIDE'S PHONE NUMBER

GROOM'S PHONE NUMBER

BEST EMAIL TO USE

_____/_____/_____@_____
WEDDING DATE & TIME

_____/_____/_____@_____
REHEARSAL DATE & TIME

SIGNATURE

_____/_____/_____
DATE

Weddings at UABC



**Upper Alton Baptist Church
Alton, IL**

Notes



On behalf of the Upper Alton Baptist church family, ***congratulations on your decision to be married!*** We encourage you to be married in your home church. If this is not possible or desirable, I would be glad, as a minister of Jesus Christ, to officiate your wedding and assist you in preparing for your marriage. The more personal interaction we have, the better the wedding will be. I look forward to these meetings, and I hope you will, also.

We consider the institution of marriage to be a holy relationship. I am pleased that we might play a part in this special time for you. This booklet is intended to provide necessary information that can help you smoothly prepare for a meaningful occasion. To officially reserve your wedding date, the church office must first have a completed contract (see back cover).

I look forward to meeting with both of you to help make this a special and memorable time.

In His Service,

Rev. Bradley Donoho

Pastor, Upper Alton Baptist Church

Invitations

When ordering invitations, the suggested form for the name and address of the church building is:

Upper Alton Baptist Church
2726 College Avenue
Alton, IL 62002

You may access our website at www.uabc.org for a map and directions to our facility.



Our Church

Upper Alton Baptist Church has been serving Alton and the surrounding communities since 1830. Our mission is simply to help people know Jesus. We are affiliated with American Baptist Churches USA and the Great Rivers Region of American Baptist Churches. We support the covenant of marriage and preserve family values as sacred to Our God.

On your big day we will ask God's blessing on your covenant, and we will pledge to walk with you as a church family through your life journey. We have a wonderful facility on the eastern side of Alton at the corner of College & Seminary. Our Sanctuary & our Peck Hall are located next to the SIU Dental School campus and across from Wadlow Park. Our sanctuary is a beautiful space for your wedding with its unique high-pitched-and-curved ceiling and its blend of wood, stone, fabric, and stained-glass.

last updated: Jan. 2014

The Wedding Service

We offer a Christian service in which the wedding vows are made in a context of worship, prayer, and gratitude. All wedding services have a common logical order of events, but we like to personalize this big day to make it uniquely yours. Your ideas will be welcomed and considered, however, all elements of the service must be coordinated with the minister to ensure appropriate form, etiquette, and dignity fitting for a worship environment and a religious wedding celebration.

Who May Have a Wedding at UABC?

Couples do *not* have to be members of UABC to have their ceremony in our sanctuary. However, couples will be expected to abide by the religious beliefs of the Church for their wedding. Accordingly, know that we believe marriage is a spiritual and legal covenant between a man and a woman.

The License

The state of Illinois requires that a license for marriage be obtained and the couple fulfill the legal formality. A license may be obtained at the Madison County Clerk's office and is good for 60 days following the date of issue. The marriage license must be presented to the minister at the rehearsal.

The Sanctuary

The seating capacity is about 240, which is 8 people comfortably in each pew. You may want to know that there are 30 pews in the sanctuary (15 per side), and the church aisle is just over 56 feet long & 6 feet wide. Furnishings, (including the electronic drum kit & the electric piano), should not be moved for any reason without permission of the pastor.

Rehearsals

If the wedding party consists of no more than four adults, a rehearsal may not be necessary. However, if more than four persons are involved, and especially if children are included, a rehearsal will help ensure an orderly ceremony. Allow at least 60 minutes for the rehearsal. Everyone involved in the ceremony (incl. parents, ushers, & musicians) is urged to be at the rehearsal.

Property Restrictions

Our church property is first and foremost a place of worship. We ask for your cooperation in maintaining the sacredness of our space, including the two buildings and the grounds.

Please do not bring alcoholic beverages, illegal drugs, or drug-related materials. Our facility is a smoke-free facility. Smoking is not permitted in any room or within 15' of either building. The parking lot is recommended as a smoking area. Because smoking is a health-risk as well as a safety issue, we ask that you and your guests please be careful and considerate if smoking. Know that if you or your guests fail to abide by this policy it may result in your forfeiture of all or a portion of the deposit.

Dancing can be a wonderful way to express joy, and dancing has many forms and styles, some of which may not be appropriate in a church setting. We ask those who utilize our property and their guests to refrain from dancing that might be considered inappropriate while using our buildings.

The building is available for decorating and rehearsal the day before the wedding. On the day of the wedding the building will be available for floral delivery, final preparations, photographs, and, of course, the wedding itself. Decorations must be removed after the celebration so that the custodian can restore the worship center and facility for its primary purpose.

Any service fees listed below are to be paid in cash to the individuals before the rehearsal begins. No refunds will be made on service fees after the rehearsal.

Fees for Services	
Minister	\$125 , due before rehearsal
	This honorarium shows appreciation for the minister's services at the rehearsal & ceremony and for the premarriage sessions.
Minister's Assistant	\$30 , due before rehearsal
	This person will provide assistance at the rehearsal and ceremony, help attend to various details, and ensure a smooth ceremony.
Custodian	\$75 , due before rehearsal
	This person will take care of preparing the building for the wedding and resetting the building for its regular use. This fee does <i>not</i> include cleaning up food, drink, and other items you may bring in for
Organist	varies
	If you plan to use live organ music, we will make arrangements for an approved organists who is familiar with the organ.
Sound Tech	\$60 , due before rehearsal
	A trained sound tech will run the sound system for the rehearsal and the ceremony.
Video Tech	\$20 , due before rehearsal
	If you plan to make use of the video projection system before, after, or during the ceremony, we will make arrangements for a trained Video Tech to be at the ceremony (and rehearsal if needed).

Wedding Fees

Here are the fees for renting the building and for the various services provided. Note that building rental fees do not apply to active members. Certain discounted rates may also be available to those who are members and/or active in the life of UABC.

Building rental fees are paid to the church and can be taken care of by contacting the church office.

PHONE: 618-465-8531 EMAIL: office.uabc@gmail.com

HOURS: M-W-Th-F, 8:30am-1pm

MAIL: UABC; 2726 College Ave; Alton, IL 62002

Fees for services are paid directly to the individuals providing the services. The church secretary and the pastor may assist you in making arrangements with those who will provide the various wedding services.

Building Rental Fees

Sanctuary	\$500 , due 6 months before event
This includes the use of the sanctuary, narthex, restrooms & designated changing rooms.	
A deposit of an additional \$100 is due at the time of reservation, and will be returned after your event unless it is needed to cover damages or extra services.	
Fellowship Hall	\$200 , due at time of reservation
This includes the use of the large room in the lower Peck building, kitchen, tables, chairs, & restrooms.	
A deposit of an additional \$50 is due at the time of reservation, and will be returned after your event unless it is needed to cover damages or extra services.	

Florist, Candles, and Candelabra

Arrangements for floral decorations should be made with the florist of your choice. Please be aware that it is required that you acquire fake flower petals for your flower girl to throw as actual petals can stain carpeting. You and your florist needs to be aware that it is not permissible to use tape, nails, or tacks in the woodwork and that neither hurricane lamps nor candles are permitted on the pews. The wedding party is responsible for providing their own candles, which should all be driplless candles. If you acquire candle equipment from a rental agency, please know that suitable drip mats are needed. If these guidelines are not followed, the deposit may be retained.

During seasons of Easter and Advent/Christmas, arrangements may be made with the Worship department to use the church's seasonal decorations. In this case, we request that a contribution be made to the fund which provides the flowers.

Rice, Birdseed, Confetti, etc.

A wedding is indeed a celebration. Still, we must ask that you and your guests not throw rice, confetti, birdseed, tissue flowers or other objects either inside or outside the church building. Please advise your family, wedding party, and guests of this request. Should the throwing of any of these items occur, all or a portion of the deposit will be retained.

Photographers

Pictures are important to families when memories are recalled years later. Pictures may be taken before and after in the bride's room, the groom's room, in the entry way, and in the sanctuary. During the ceremony, pictures may be taken in the sanctuary as long as they are in good taste. We ask that no pictures be taken from the platform during the ceremony.

Music & Multimedia

Music plays a major role in any service. Usually, prelude music is played while guests are being seated; a processional is played as the bridal party enters; and, a recessional is played as the wedding party exits. You may also desire to include a special music number. Both secular and worship music may be utilized to enhance the service. The pastor can advise on appropriateness of selections. Since a wedding is a religious service, the music—whether instrumental or vocal—should have religious significance.

If organ music is used in your ceremony, we ask that it be provided by a qualified organist who is familiar with our organ. We also have pianos available. The organ and an upright piano are located in the balcony, while the electronic piano is on the floor. You may provide your own vocalist or guitarist. All participating musicians are requested to be present at the rehearsal.

Vocalists and/or musicians who require amplification through our sound system must coordinate with our sound technicians. Only our trained technicians may operate the audio equipment. Recorded music is acceptable for accompaniment or substitution for piano and organ music.

We also have multimedia capabilities for projecting a slide show of pictures, song lyrics, video, or other images or information. Such equipment does require the use of one of our trained technicians, in addition to your advance work of compiling and/or coordination. As with the music, consultation with the pastor is needed for multimedia elements.

Meeting with the Minister

Because we understand weddings to be an occasion of Christian worship, a Christian minister will be expected to officiate the ceremony.

If you would like a minister other than UABC's pastor to officiate your wedding, know that he/she will be asked to provide a copy of a certificate of licensure or ordination. Online ordinations/licensures will not be considered valid.

If our pastor will be officiating your wedding, then know that you will need to meet with the minister at least three times. This is important for several reasons. First, it gives the pastor an opportunity to know you better, which will make for a much better wedding ceremony. Second, it will enable the two of you to discuss topics that will play major roles in your marriage—values, children, communication skills, financial habits, religious background & spiritual convictions, and marital expectations. Third, it will enable you to talk about marriage in general and your wedding specifically.

All weddings at our church should be arranged through the pastor (pb.uabc@gmail.com or 618.465.8531). Please contact the minister six to twelve months before your wedding to plan your first meeting together.