

# WEST END BAPTIST CHURCH

1400 South Fourth Street  
Louisville, Kentucky 40208  
Dr. Dartanya G. Hill, Pastor  
(502) 635-9266

## Rehearsal and Wedding Schedule

### Wedding Personnel

Bride \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Groom \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Coordinator \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Access to Building Time/Day \_\_\_\_\_ Rehearsal \_\_\_\_\_ Day

Deposit for building (\$300) ( )

Balance of Usage Fee (\$400) ( )

Total \$700

Contract signed ( )

## WEST END BAPTIST CHURCH BUILDING/EVENT USAGE AGREEMENT

This agreement is made between West End Baptist Church, Inc. 1400 S. Fourth Street, Louisville, Kentucky and the following individual/organization.

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The estimated number of guest \_\_\_\_\_

**The building initial fee of \$300 will be paid at the time the contract is signed to secure the date and time requested.**

We, the lessor will:

1. Provide a copy of this written agreement to the lessee
2. Provide a representative to be on site during the event to provide supervision and information.

We, the lessee will:

1. Abide by all rules and regulations as designated in the usage agreement.
  - a. Food may be served only on the lower level.
  - b. No smoking in building
  - c. **ONLY USE DRIPLESS CANDLES** (Cleaning fee will be billed if damage is made due to use of any other type candle)
  - d. Time event schedule will be strictly adhered to.
  - e. All forms of religious music acceptable, secular music is acceptable as long as it maintains the sacredness the Church.
2. Agrees to provide name(s) of coordinator used to provide services for event and times they need access to the building.
3. Absorbs any additional cost which may be incurred by the church in response to any special request.
4. The initial confirmation fee (\$300.00) to be made when signing the contract.
5. Balance to be paid three (3) weeks before the scheduled event.

Please make checks payable to: West End Baptist Church, Inc. PLEASE NOTE; If event is cancelled, lessee must make written cancellation to lessor with 30 days prior to event to receive confirmation fee back in full.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Lessee or Representative

Signed \_\_\_\_\_ Date \_\_\_\_\_  
West End Baptist Church Representative

Enclose your initial fee and sign to hold your reservation. All contracts must be signed and returned within 30 days or contract is cancelled.

## RULES AND REGULATIONS FOR BUILDING USAGE

The guidelines are defined by West End Baptist Church, Inc. as a method to preserve our building which is registered with the Historical Society. All guests are to be informed and monitored by lessee of guidelines. These guidelines are to be enforced by responsible said persons on contract.

1. Foods and beverages are to be served or consumed in lower level dining area ONLY. (No food in sanctuary, multipurpose room, porch or parking lot)
2. No alcoholic beverages are permitted on ground or in the Church.
3. Absolutely no smoking anywhere in the building or on the premises.
4. Dressing rooms are available for bridal party.
  - a. Room 102-103 double size (women) adjacent to restroom
  - b. Room 109 regular size (men) restroom next room
5. Guest for any event encouraged to be seated in sanctuary upon arrival to eliminate crowding of main lobby.
6. For Wedding Day – Church will be opened two (2) hours before wedding service starts. Maximum three (3) hours for service and cleanup. For rehearsal day, Church will be opened ½ hour before rehearsal. Rehearsal time schedule must not exceed three (3) hours.
7. Furniture in sanctuary that may be moved.
  - a. Communion table and four small tables. Communion table may be placed in north corner of sanctuary. The four small tables may be stored in Room 108.
8. Pews may be decorated with fresh cut/silk flowers, ribbons, etc. These may be attached with ribbons or floral wire. Push pins and tacks are forbidden. Rental items may be brought the day before upon notification to the church office.
9. Center aisle is sixty-four feet long and seven and ½ feet wide.
10. Lessee is responsible for all clean-up. Lessor will provide garbage cans and liners.
  - a. All decorations are to be removed and discarded
  - b. All tables and counters are to be cleared and washed.
  - c. Floors are to be swept.
  - d. Receptacles are available for all garbage. Garbage must be removed from the building.
  - e. No dishes, utensils or equipment belonging to West End shall be used without prior permission.
  - f. Responsible for damage to instruments or property.

I have read and understand all the above mentioned rules and regulations.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Lessee

## ENTRANCE AND EXITS

- A. Entrance – south entry from main parking lot; north entry from Magnolia Street. Parking is also available in the rear of Church. Please note: This is a one-way alley (going south). The alley is located between Fourth Street and St. James Court.
- B. After each event/activity all persons are request to leave the building by the appropriate exit and making sure all personal items, materials and equipment are removed. The Church representative will secure the building.

## OTHER FEES FOR SERVICE

\$100.00 – Ministers Service  
(Rehearsal & Wedding)

Please make check out to the minister, not the church

Musicians Service and/or Soloist will be negotiated separately

## EQUIPMENT AVAILABLE

2 Antique Candelabras – Holds 7 candles each  
(MUST BE DRIPLESS CANDLESS)

5 Microphones

1 piano (baby grand)

1 organ

Audio Systems (Cassette & CD player)

Public Address System

Kitchen if needed