

PLANNING YOUR WEDDING

BON AIR CHRISTIAN CHURCH

2071 Buford Road

Richmond, VA 23235

(804) 272-6228 Fax (804)330-0381 email: baccdoc@verizon.net

DATE OF WEDDING _____ TIME _____

DATE OF REHEARSAL _____ TIME _____

Name of Bride _____

Name of Groom _____

Address _____ city _____ zip _____

Telephone (O) _____ (H) _____ (cell) _____

Email address _____

Date of Reservation _____ Member _____ Non Member _____

Minister _____ serving _____ congregation _____

Organist _____

Soloist _____

Reception _____

Date Fees Due _____ Date Fees Paid _____

Date Reservation Fee Received _____

Date Confirmation Letter sent _____

Date Marriage License Received _____

Fees:

Reservation Fee: \$25.00 (non-refundable)

Sanctuary \$300.00

Rehearsal \$100.00

Minister \$300.00

Organist \$200.00 Additional fees may be added if the organist accompanies soloists or has additional solo songs to perform.

Custodial Fee \$50.00

Candles: \$10.00

Fellowship Hall Rental fee \$300.00; \$100.00 security deposit

THE CUSTODIAN WILL OPEN THE CHURCH ONE (1) HOUR BEFORE THE WEDDING AND A FEW MINUTES BEFORE THE REHEARSAL.

IF OUR MINISTER OFFICIATES YOUR WEDDING, PLEASE BRING YOUR MARRIAGE LICENSE IN ONE WEEK IN ADVANCE OF WEDDING TO BE COMPLETED BY THE SECRETARY. If any changes in dates or time become necessary please contact the church office prior to making any changes.