



LEGACY
HOTEL & CONFERENCES

The Wedding Application Packet

The Office of Event Productions at The Southern Baptist Theological Seminary
2825 Lexington Road Louisville, KY 4028 | (502) 897-4567 | events@sbts.edu
Office Hours: 8:00am – 5:00pm M-F

Eligibility: To be married at SBTS, individuals must meet one of the following criteria:

1. Be a student or the son/daughter of a student of SBTS or Boyce College
2. Be an employee or the son/daughter of an employee of SBTS or Boyce College
3. Be an Alumni or the son/daughter of an Alumni of SBTS or Boyce College
4. Be a Trustee or the son/daughter of a Trustee of SBTS

Wedding Meetings: An event coordinator from the Office of Event Productions will be assigned to your wedding. The coordinator will guide you through the wedding planning process for all events held on campus including the rehearsal, wedding ceremony, and reception, but will not plan the details of the event or act as a wedding director. A day-of contact is required for all weddings; if you have a planner or coordinator, please provide us with their contact information.

Meetings: The Office of Event Productions requests that two meetings be scheduled with the bride/groom or their wedding planner to arrange the wedding plans and discuss questions concerning the ceremony. The client is responsible for scheduling these meetings with the Office of Event Productions.

Meeting One:

The first meeting will take place after the initial wedding request has been submitted to Event Productions and has been approved. In order for your request to be processed, please submit pages 6-7 and your Pastoral Reference Letter to the Office of Event Productions, or submit these forms online by emailing them to weddings@sbts.edu.

Meeting Two:

The second meeting will take place at most one month and at least two weeks prior to the wedding. Please be prepared to discuss the final details for the wedding ceremony and reception.

Wedding Forms and Charges: The forms found on pages 5-6 of this packet and the pastoral reference letter must be received before the request will be processed. Please return completed forms and the pastoral reference letter to the Office of Event Productions:

Fax: (502)897-4320

Email: events@sbts.edu

Mail: 2825 Lexington Road | Louisville, KY 40280

Once the event has been approved, an event agreement will be sent to the billing party for review. A signed copy of the document should be returned along with a 50% deposit of event space charges 14

days after the event agreement is sent. This deposit does not include media, catering, or other facility charges that may be incurred.

Billing: The “Billing Information” sheet on page seven will determine who is responsible for payment of all aspects of the wedding.

Two weeks following the wedding the Billing Party(s) will receive an invoice from the Office of Event Productions summarizing the billing information. Billing Party(s) are asked to pay within 30 days of receipt of the invoice.

Catering/Food: The SBTS Catering Services department will provide all catering; however, the wedding cake may be provided by an outside source. All catering requests will be coordinated through the Office of Event Productions. Outside refreshments, including food and drinks, are not permitted in the event space. Due to potential health code violations, leftover food may not be removed from the event space. Please note that communion is not permitted as a part of any meeting, seminar, retreat, wedding, or other event held at Southern Seminary.

Decorations: Reserved rooms may be decorated; however, SBTS does not guarantee access to event space prior to the time designated on the event agreement.

The following items may not be used: glitter, confetti, nails, tacks, screws, tape, adhesives, hot wax, staples, or other fasteners. Only bows, greenery and flowers held with elastic, ribbon, or pew clips may be placed on the pews.

Only dripless candles are permitted in Alumni Chapel, Broadus Chapel, and Dillard Chapel. Only pillar or votive candles may be used in banquet space. A cover must be placed over the carpet/floor, window ledges, and tables where candles are in use.

Members of the wedding party are not allowed to change or move furniture within the event space. Please contact the event coordinator with special needs regarding the set-up.

Bubbles may be used outside for a wedding. No birdseed, rice, or confetti may be used.

All decorations must be removed from event space immediately following the event unless prior arrangements have been made through the Office of Event Productions. SBTS will not be liable for any decorations, supplies, or rentals, left in the event space overnight or after the wedding.

Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping or any other SBTS property will be the responsibility of the wedding party and will result in additional charges on the final bill.

Event Productions has a selection of decorations that are available for rental. Please inquire for additional details.

Guest Rooms: Wedding parties may block guest rooms at the Legacy Hotel located on the SBTS campus. Wedding parties may block up to 30 rooms for their party based on hotel availability. Unreserved rooms will be released from the block one month prior to the wedding date. Please contact your sales manager to reserve a guest room block.

Guest rooms may be billed by individual rooms, one master bill for all rooms within the block, or a combination of a master bill and individual bills.

Event Media: Media requests for the ceremony and reception must be submitted to the Office of Event Productions by the deadline indicated on the Event Agreement. If this deadline is not met, the Office of Event Productions does not guarantee media services will be available.

There is a \$150.00 inclusive media fee for rehearsal and ceremony. Additional fees may incur for reception bookings.

All events in Alumni Chapel and Broadus Chapel will require an SBTS media technician to be present and to run equipment.

An SBTS media technician will be present for the rehearsal and ceremony during the scheduled event times with equipment requested through the Office of Event Productions. Additional requests at the time of the event are not guaranteed and may incur additional charges on the final bill.

All music that will be used during the wedding are needed at the time of the rehearsal. Acceptable music formats include but may not be limited to: CD, Mp3 file, iPod or Mp3 player, USB drive.

Videography is available for the ceremony only. Please inquire for rates and details.

Videos that are to be shown during the Reception must be provided to Event Productions to be reviewed prior to the wedding.

Music: Only pre-approved music may be played at the wedding ceremony and reception. Please submit all music requests within the timeframe indicated on the event agreement.

Music played during the wedding ceremony must hold a copyright through SESAC, BMI or ASCAP. Recorded copies are not permitted.

Use of the organ provided in either Alumni Chapel or Broadus Chapel requires contracting with a SBTS approved musician. Please contact the Office of Event Productions for a list of approved musicians. The wedding party is responsible for contacting and scheduling approved musicians from this list.

Prohibited Activities: Disc Jockeys and/or dancing are prohibited on SBTS premises. Smoking and Alcoholic beverages are prohibited on SBTS premises.

Rental Equipment: SBTS is not responsible for any client reserved rental equipment. All client reserved rental equipment must be removed from the premises immediately following the event unless prior arrangements have been made through the Office of Event Productions.

Any equipment rented outside of Southern Seminary must be approved by the Office of Event Productions and a contact for the company must be given to the event coordinator.

SBTS can provide some rental equipment for your wedding for an additional fee. Requests for specialty linens should be provided to your event facilitator two months prior to your wedding.

Campus Police: SBTS has 24-hour Campus Police and may be reached at 502-897-4444. Please contact Campus Police for any medical emergency.

Additional Venue Information

Reservation Blocks: The time frames defined below include all event activities: decorating, photography, ceremony, and removal of all decorations and other rental items. Additional fees will be assessed if activities extend beyond the times outlined.

Rehearsal: Friday evening from 5:00pm until 7:00pm.

Wedding: A maximum four-hour block beginning no earlier than 11:00am and ending no later than 6:00pm.

Alumni Chapel: Standard Set-up: Preparation of chapel by removing all platform furniture, adding white stairs and unity candle table, moving the piano, provision of a lectern and gift table in the foyer, and straightening dressing rooms.

Broadus Chapel: Standard Set-up: Preparation of chapel by setting large platform and unity candle table, providing a lectern and gift table in the foyer, and straightening chairs at the front of the chapel.

Heritage Hall: Catering must be provided by our on-campus catering department
Discount available for ceremony and reception booking*

Additional information can be found in our External Event Policy

***Package rates are available for multi-venue bookings or Legacy Hotel guest room accommodations. Please ask Sales Manager for more details.**

Wedding Information Sheet

To be married at SBTS, individuals must meet one of the following criteria:

1. Be a student or the son/daughter of a student of SBTS or Boyce College
2. Be an employee or the son/daughter of an employee of SBTS or Boyce College
3. Be an Alumni or the son/daughter of an Alumni of SBTS or Boyce College
4. Be a Trustee or the son/daughter of a Trustee of SBTS

Please indicate your eligibility requirement _____

Bride

Name _____

Address _____

Home Phone _____ Cell Phone _____

Email Address _____

Church Name _____

Parents of the Bride

Name(s) _____

Address _____

Home Phone _____ Cell Phone _____

Email Address _____

Groom's Information

Name _____

Address _____

Home Phone _____ Cell Phone _____

Email Address _____

Church Name _____

Parents of the Groom

Name(s) _____

Address _____

Home Phone _____ Cell Phone _____

Email Address _____

Billing Information

Pastoral Reference

A letter of recommendation from your pastor will be required discussing the following information:

- 1) How long and in what capacity the pastor has known the wedding applicant
- 2) The pastor's knowledge of the applicant's church involvement
- 3) The pastor's knowledge of the bride and grooms relationship

Letters of recommendation may be emailed or faxed to the Office of Event Productions and should include the contact information for any follow-up questions or correspondence.