



Wedding / Reception Policy

Ceremony Packages

Belin Wedding 5 Hour Package:

- Seating for up to 350 guests.
- One (1) hour the night before for a rehearsal and four (4) hours the day of the wedding (If no rehearsal is needed, five hours will be granted the day of the wedding).
- A separate Bride's room and Groom's waiting area for the time prior to the start of the wedding.
- Wedding Intern provided by HBU Events to oversee facilities on the day of the wedding.
- Lighting and Sound Technician.
- Operations (facility set-up/equipment rental, maintenance).
- Police support (parking, security coverage) for four (4) hours.
- Custodial Support.

Costs for this package:

University Affiliate* - **\$1,450**

Deposit - **\$300**

Belin Wedding Full Day Package:

- Seating for up to 350 guests.
- One (1) hour the night before for a rehearsal and eight (8) hours the day of the wedding (If no rehearsal is needed, nine hours will be granted the day of the wedding).
- One (1) chorus dressing room and one (1) principal dressing room for the Bride and the Groom in the Morris Cultural Arts Center (if available).
- A separate Bride's room and Groom's waiting area for the time prior to the start of the wedding.
- Wedding Intern provided by HBU Events to oversee facilities on the day of the wedding.
- Lighting and Sound Technician.
- Operations (facility set-up/equipment rental, maintenance).
- Police support (parking, security coverage) for four (4) hours.
- Custodial Support.

Costs for this package:

University Affiliate* -

\$2,900

Deposit - **\$300**



Hatton Wedding 5 Hour Package:

- Seating for up to 20 guests.
- One (1) hour the night before for a rehearsal and four (4) hours the day of the wedding (if not rehearsal is needed, five hours will be granted the day of the wedding).
- Two separate parlors for the Bride and the groom as a waiting area for the time prior to the start of the wedding.
- Wedding Intern provided by HBU Events to oversee facilities on the day of the wedding.
- Operations (facility set-up/equipment rental, maintenance).
- Custodial Support

Costs for this package:

University Affiliate - **\$1,365**

Security Deposit - **\$562.50**

*University affiliates are considered faculty, staff, students, alumni, and trustees of HBU or their children



Reception Packages

McNair Hall Reception:

- Banquet or general seating for 250 or standing capacity for up to 600.
- When only using the McNair Hall for a wedding reception, you receive a five (5) hour minimum time limit plus two (2) hours prior to the start of your reception or wedding for set-up.

Costs for this package:

University Affiliate - **\$1770**

Deposit - **\$250**

Hinton Center Dillon II Reception:

- Dillon II, a custom parlor in the Hinton Center is located adjacent to the Morris Center and has seating for 100 or standing capacity for 150.
- When only using Dillon II for a wedding reception, you receive a five (5) hour minimum time limit plus two (2) hours prior to the start of your reception or wedding for set-up

Costs for this package:

University affiliate - **\$1140**

Deposit - **Half of the facilities fee, which is due at booking**

A la Carte Options

- Piano-**\$100***
- Organ-**\$150****
- Rehearsal Lighting and Sound Technician-**\$85/hr**
- Dance Floor-**\$200**
- Podium-**\$50**
- Pipe and Drape-**\$10/section**

*If desired, tuning will be arranged by the Office of Events and Conferences for an additional fee. Regular tuning is handled by our School of Fine Arts.

**All organ use is subject to the approval of Dr. David Kirkwood, Professor of Music.



Scheduling:

Weddings and receptions may be scheduled only on weekends during the academic calendar, and the University will book no more than two (2) weddings per month. During University breaks, weddings and receptions may be held any day of the week. No weddings may be held during official University holidays or Holy days of the Christian faith. Weddings may not be scheduled before 10am, and they must end by 11pm.



Booking:

Reservations can be made through the Office of University Events & Conferences. Call 281-649-3047 or email weddings@hbu.edu. We would love the opportunity to talk with you prior to the reservation to ensure our facilities will meet your needs. After contacting the office, you will be given a one (1) hour tour of the chapel and reception areas.

Wedding and reception reservations are taken on a first come, first served basis, and are only for faculty, staff, students, alumni, and trustees of HBU or their children.

Deposits must be remitted to secure your date and time on the University’s master calendar. Fees are subject to change, but reservations made with a deposit can hold a price.

Deposits are required to make reservations, and they will be used as a security deposit. If there is no damage, the deposit will be returned within 30 days following the date of the event. If there is damage, the amount of repairs, equipment damage, and excessive maintenance/clean-up will be deducted. Deposits can be refunded up to 90 days prior to the event.

Deposits Refunded:

90+ days out	100% refund
89-45 days	50%
45 or fewer days from event	No refund

If using more than one facility, you must pay both deposits. Dillon II does not require a deposit, but a half facilities fee is due at booking.

All payments for events are due in full 10 business days prior to the event. Payments may be in the form of credit card, personal check, money order, or cashier check made payable to Houston Baptist University. No cash is accepted.

All events held on the University campus must be in alignment with the vision, mission and purpose of the University. HBU complies with all applicable federal and state non-discrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality, or ethnic origin, gender, age or disability in either employment or the provision of services. Inquiries concerning this notice or the application of the laws referenced herein should be referred to legal@hbu.edu.



General Policies:

- The presiding official at the wedding must be a minister within the Christian faith or a Justice of the Peace. The bride and groom are responsible for obtaining this individual and any obligations required.
- You may contact the HBU School of Fine Arts to see availability of faculty and students to perform at the wedding – 281-649-3338. Musicians are not included in the wedding packages; fees will need to be paid to the individual performing the service.
- Floral arrangements can only be in the Belin Chapel during the four hours the day of the wedding.
- No lighted candles are allowed on the end of the rows.
- Spring loaded/drip free candles are required for candelabras or unity candles.
- Plastic protections must be placed below candles and plants.
- Tape, tacks, or nails may not be used to affix items to any surface.
- Flowers and bows may be hung from plastic pew hangers available at florists.
- Storage is not available; decorations must be removed upon departure.
- Photographer/videographer: Please notify your photographer that no flash photography is allowed during the ceremony. Also, your videographer must film from the back or side of the Chapel.
- Rice, sparklers, silly string and confetti are not permitted. Live flower petals are not allowed inside McNair Hall but may be used outside.
- Audio in McNair Hall: No DJ may patch into the house sound system in McNair Hall. If you desire to use the house sound system for other reasons, the same University trained sound technician will need to be retained for an additional fee.
- DJ: Please remember that booking the University for your event means that you will uphold the vision, mission, and purpose of the University and song selections need to be in alignment. Any member of the Events Team – Police, Catering, or Facility Contact can ask your wedding coordinator or DJ to change inappropriate songs.



POLICY AGREEMENT

Bride's Name: _____

Groom's Name: _____

Address: _____

Phone Number: ()

Email: _____

I have read the Morris Center Policy above, and I agree to abide by these guidelines. I understand that if I violate these rules and regulations, I may forfeit either part or all of my deposit.

 X

Bride's
Signature Date:

 X

Groom's Signature
Date: