

WESTMEADE BAPTIST CHURCH
Wedding Teas & Baby Showers

1. Wedding Teas are provided by the Wedding Team along with volunteer hostesses for members of Westmeade and for children of members (if desired). Normally the expense of the tea is divided between hostesses as well as the price of the hostess gift. Baby Showers are given by Sunday School classes or individual members (see note below).
2. Wedding Teas are given in the Foyer on Sunday afternoons normally from 2-3pm and decorations should not be set up until after the morning service.
3. No Red/Grape punch/drink should not be used as they can cause permanent stain to the tablecloths and carpet. Any spills should be cleaned up immediately. Spot remover and paper towels are located in the kitchen area off the foyer and should be used immediately to prevent permanent stains.
4. Foyer should be clean and back in order for the evening service, including vacuuming of crumbs.
5. Kitchen areas are should be left clean. Dishcloths should be brought and taken home by hostesses.
6. Serving pieces should be left clean (polished if needed) and returned to cabinets.
7. Nearby bathrooms should also be checked to make sure they are in order for evening service. All garbage should be bagged and placed in kitchen area to be disposed of by custodians.
8. Hostess in Charge should make sure that church door is locked when tea is over.

Teas / Showers not given by the Wedding Team

Members of the church may reserve the foyer or other area of the church for wedding teas or baby showers. In this case the area should be reserved by completing a Building Use Form available in the church office or on the website at westmeadebaptist.org. Persons will need to check with a member of the Wedding Team to check out and use serving pieces, tablecloths, etc. Person responsible should make sure all guidelines above are followed.