

**FIRST CHRISTIAN CHURCH OF PLATTE CITY
NON-MEMBER WEDDING CONTRACT**

Please return this completed page with your RESERVATION FEE to the church secretary. The church date is not locked-in until this form is turned in with the reservation deposit. The wedding will be held only if all fees have been paid to the church office no later than fifteen days before the scheduled wedding date. If the wedding is cancelled such fees will be refunded if the Church receives written notice of a cancellation not later than 7 days before the wedding date. In the event of a postponement the fees will be applied as provided for the first date. In case of hardship, as determined by the Church Board, at its discretion, these provisions may be amended or waived.

Rehearsal Date: _____ Time: _____ (Not to exceed 2 hours)
Wedding Date: _____ Time: _____ (Not to exceed 6 hours)

If either the rehearsal or the wedding exceed such time limits there is an added charge of \$____ per hour (a part of an hour is considered a full hour).

Bride's Name: _____ **Address:** _____
City: _____ **State:** _____ **Zip Code:** _____
Home Phone: _____ **Business Phone:** _____ **Cell Phone:** _____

Groom's Name: _____ **Address:** _____
City: _____ **State:** _____ **Zip Code:** _____
Home Phone: _____ **Business Phone:** _____ **Cell Phone:** _____

Bride and Groom's address after wedding: _____
City: _____ **State:** _____ **Zip Code:** _____ **Home Phone:** _____

This contract is for use of the SANCTUARY, Chapel and two rooms designated by the wedding coordinator only. It does not include use of the basement dining and kitchen area.

The following fee is due at time of signing and made payable to FIRST CHRISTIAN CHURCH:

RESERVATION FEE: \$200.00 (will be applied to other fees unless wedding is cancelled)

SANCTUARY FEE: \$175.00

CUSTODIAL FEE: \$75.00 Property chair to be notified: _____

The following fees are paid directly to the individual and due at the rehearsal:

MINISTER FEE: Amount arranged with First Christian Church Minister

ORGANIST FEE: \$100.00 (Rehearsal and Wedding Ceremony)
Do you need an organist? Yes / No Organist: _____
If yes, it must be the Church organist.

WEDDING COORDINATOR FEE: \$125.00 (includes coordinator's time for rehearsal and wedding)

REFUNDABLE DAMAGE DEPOSIT: \$200.00 to pay for any damage done. However, if damage exceeds \$200.00 user will be liable for the excess amount. Refund of amount due will be made within 15 days after the wedding.

ALL users are required to leave the Sanctuary, Chapel and rooms used in the same condition as found upon arrival. Users shall be liable for any damages done to the building or contents. The Church reserves the right to cancel the event if the Sanctuary becomes unusable for any reason. Such determination shall be made by the Church Board or Executive Committee.

ALL FEES MUST BE PAID IN FULL BEFORE THE WEDDING AND REHEARSAL DATES RESERVED BY THE CHURCH.

It is expected that members of the Wedding party will recognize that the Church is the house of God, and will conduct themselves at all times in a manner acceptable to a place of worship.

- NO ALCOHOLIC BEVERAGE OR DRUGS MAY BE CONSUMED ON THE CHURCH PREMISES AT ANY TIME.
- SMOKING IS NOT PERMITTED IN THE CHURCH OR ANY OF THE CHURCH FACILITIES.
- Church shall not be responsible for any lost articles or for any injuries or damages.
- Live flowers or petals cannot be used in the aisles or walkways, since they can stain carpets.
- NO rice, bird seed, candy mints, foam bits, paper, etc. are permitted. Some wedding parties use bubbles.
- All articles, including but not limited to, borrowed or rented articles from outside sources must be removed from the Church immediately after the wedding.

Please advise your florist of these guidelines for the use of flowers and decorations:

- Decorations may not be attached to the pews or other furniture by pinning, gluing or nailing. If tape is used, it must be removed. Pipe cleaners make a great way to attach bows.
- NOTE: Candles must be of the dripleless variety.
- Furniture on the chancel of the Sanctuary may not be moved.
- Decorations, flowers, candles, etc. must be removed from the building immediately following the wedding. The Church has no facilities for storage of such items.
- AT CERTAIN TIMES OF THE YEAR, THE CHURCH WILL BE DECORATED FOR LITURGICAL SERVICES FOR THAT TIME OF YEAR AND AT NO TIME MAY CHURCH DECORATIONS BE REMOVED OR CHANGED. PLEASE KEEP THIS IN MIND BEFORE YOU RESERVE THIS FACILITY FOR YOUR WEDDING. (LENT, EASTER, THANKSGIVING, ADVENT AND CHRISTMAS)

INDEMNITY: The Bride and Groom hereby covenant and agree that they shall hold the Church harmless from any and all damages or injuries suffered by the users, their guests, agents or employees or any other person as a result of the use of the facilities, premises or surrounding grounds of the Church. They further agree to indemnify the Church from any and all claims of every kind or natural disasters resulting from the use of the facilities, premises or grounds of the Church, including death.

We wish to reserve the facilities at FIRST CHRISTIAN CHURCH for our wedding. The facilities needed, along with the dates and times, are noted above. The undersigned have carefully read this contract and agree to abide by the terms and obligations thereof.

USERS:

Bride: _____ Groom: _____ Date: _____