



Wedding Reservation Contract

Last names of celebrants:

Wedding Date: _____ Time: _____ Doors Open: _____ Doors Close: _____

Rehearsal Date: _____ Doors Open: _____ Doors Close: _____

Partner A: Name: _____ Age: _____ Birth Date: _____

Address: _____

Phone: _____ E-mail: _____

Partner B: Name: _____ Age: _____ Birth Date: _____

Address: _____

Phone: _____ E-mail: _____

Would you like to meet with the Church of the River minister about officiating? Yes No

Please Note: Rev. Teitel charges a separate fee to officiate a wedding for non-church members.

If no, name and phone number of your Officiant: _____

Would you like to speak to our pianist about performing at your wedding? Yes No

Number of Expected Guests: _____ Number of Attendants: _____ Number of Ushers: _____

Florist: _____ Phone: _____

Wedding Director: _____ Phone: _____

Fees:	<input type="checkbox"/> \$550 base fee	\$550
	<input type="checkbox"/> Additional hour(s) at \$100/hour	_____
	<input type="checkbox"/> \$75 for sound system	_____

Total fees: _____

50% non-refundable deposit due at time of reservation.

Total deposit: _____

Balance due: Amount _____ on _____ (30 days before wedding)

Signature: _____ Date: _____

Read and sign reverse side also

<u>Office Use Only</u>				
Deposit:	Amount _____	Check # _____	Date _____	Name on check _____
Final:	Amount _____	Check # _____	Date _____	Name on check _____

Wedding Rental Agreement, Church of the River

Fees

The base fee of \$550 includes five total hours inside Church of the River. Most wedding parties schedule 1.5-2 hours for the rehearsal and 3-3.5 hours for the wedding (including set up, photographs, etc).

Additional time is available for \$100 per hour.

Use of our sound equipment is \$75 (microphones, CD player, phone jack, speaker).

If you would like to speak to our minister about officiating your wedding and/or our pianist about performing for your ceremony, please inform the Office Administrator, who will assist in scheduling an appointment. Note that both charge their own fees in addition to the rental fees.

Terms and Conditions

For both the rehearsal and wedding ceremony, a Church of the River staff member will open and close the building, remain on site and assist with sound system operation (separate fee).

Changes to opening and closing times permitted up to four weeks before event, if schedule allows. After that deadline, times are firm due to need to schedule staff.

No one will be admitted to the building before the set opening time.

No deliveries (flowers, equipment, etc.) or participants will be admitted before the scheduled opening time.

Decorations may be put up only during your scheduled wedding time, not during the rehearsal.

You are responsible for the behavior of all of your guests.

No rice, birdseed, flower petals or confetti may be brought or thrown inside the church or thrown on the church grounds.

Do not move any church furnishings. This includes the piano, plants, tables, pictures, etc. Please ask on-site staff member if you feel something needs to be moved.

No parking on the grass. Parking is available in the church parking lot and in the Channel 3 parking lot (we have a contract with Channel 3 to provide parking for special events, and the Office Administrator will send a request to Channel 3 for your wedding day).

Any decorations, equipment, musical instruments, etc. must be removed by the end of your wedding rental period. We are not responsible for property left inside the church or on the grounds.

Leave the church buildings and grounds clean and orderly. Use green rolling carts (in front of building on south side) to dispose of trash.

Please treat our building and grounds with care and respect.

I understand and agree to the above conditions:

Signature

Printed Name

Date