



## CONTRACT FOR WEDDINGS/RECEPTIONS

Our desire is to make your wedding day as special as possible and we are honored to partner with you in such a significant day. Listed in this contract are the church policies and procedures, the agreed upon fees charged for your event and a release of liability waiver. Once this document has been completed, the date approved by the NC Management team, your officiant approved by our Leadership Team and a \$100 deposit received, your date will be confirmed in the church calendar.

### Church Policies & Procedures

Our goal is to serve you as best as we can by assisting and accommodating your needs within the framework of some necessary parameters. Below are the policies set forth to enhance clear communication and expectations.

Please initial below:

- \_\_\_\_, \_\_\_\_ You need to arrange a set up crew to put all the decorations in place and a clean up crew to un-decorate
- \_\_\_\_, \_\_\_\_ No alcoholic beverages are permitted on the church grounds
- \_\_\_\_, \_\_\_\_ Smoking is not permitted inside any buildings; smoking outside is ok
- \_\_\_\_, \_\_\_\_ No throwing rice, birdseed or confetti on church grounds, bubbles are welcomed
- \_\_\_\_, \_\_\_\_ For ceremonies indoors, silk flower petals must be used. For outdoor weddings, real petals
- \_\_\_\_, \_\_\_\_ Live plants used indoors must be place in or on containers to prevent water damage
- \_\_\_\_, \_\_\_\_ Runners are permitted indoors but not on the island due to safety concerns
- \_\_\_\_, \_\_\_\_ Photographers need to complete pre-ceremony photos 45 minutes prior to the ceremony to accommodate guest seating
- \_\_\_\_, \_\_\_\_ Musicians/soloists are asked to sound check at least one hour prior to ceremony
- \_\_\_\_, \_\_\_\_ Music selections must not include profanity or sexual references and if necessary, wedding coordinator will require DJ to change songs
- \_\_\_\_, \_\_\_\_ No animals/birds/butterflies permitted on church grounds with the exception of seeing eye dogs
- \_\_\_\_, \_\_\_\_ Wedding party is responsible for all food, beverages, linens, utensils, glassware, etc

Church will arrange the set up of tables, chairs, podium, unity/communion table and or kneeling bench per your request

Church will prepare the church facility & grounds and provide adequate heating and cooling to the best of their ability

Church will provide a wedding coordinator to help facilitate your wedding plans

**Wedding Fees**

Ceremony/Reception Location: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Amount: \$ 150

(refunded after event if nothing is damaged, all items are removed and once evaluation is completed)

**If Applicable:**

Kitchen Use - \$50 is refunded if the following are completed: \_\_\_\_\_ Amount: \$ 75

- all food is removed
- sinks are wiped out
- counters are wiped down
- floor is swept & mopped
- trash is taken out

Sound Equipment Set-up fee for outdoor event: \_\_\_\_\_ Amount: \$ 100

**Total Fees** \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Less nonrefundable deposit to hold date: \_\_\_\_\_ Amount: \$ -100

**Balance Due 30 days before wedding date:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Release of Liability Waiver**

1. I agree to indemnify, defend, and hold harmless the Church and the Agents (collectively, the "Neighborhood Parties") from and against any and all losses, damages, liabilities, or expenses (including, without limitation, reasonable attorneys' fees and other costs of defense) in connection with any and all actions, suits, claims, or demands that may be brought or instituted against any Neighborhood Party and that arise out of or result from my event held on the Neighborhood Church property.

2. I hereby release, waive, and forever discharge the Neighborhood Parties from liability for, and covenant not to sue or commence arbitration against any Neighborhood Party on the basis of, any bodily injury, emotional or mental harm, personal injury, illness, death, or property damage suffered by any person that arises out of or results from my event held on the Neighborhood Church property, whether or not caused, in whole or in part, by the negligence of a Neighborhood Party. I make the foregoing release and discharge, and covenant not to sue or commence arbitration on behalf of myself, any other guest at my event, and the heirs, executors, administrators, and assigns of each of the foregoing.

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_