

GRACE FELLOWSHIP WEDDING POLICY & CONTRACT – May 18, 2009

General Use Policies

- It is important to remember that Grace Fellowship is a tobacco and alcohol free campus. The only exception to this rule is the use of wine during the taking of Communion.
- It is the responsibility of the bride, groom and their families to inform their guests of all policies regarding the use of church property.
- The church will be unlocked two hours before the scheduled wedding time unless otherwise approved.
- Deliveries and wedding party members are welcome during those two hours.
- Dressing rooms are available in the education wing of the church building. These rooms are classroom spaces that must be left in the condition they were found by the wedding party.
- The church will not be responsible for any personal items.
- It is the responsibility of the wedding party to inform the florist, photographer and/or caterer of our stated policies.

Decorations

- No food or drinks are allowed in the sanctuary.
- Wedding dresses may not be delivered to the church.
- Only ribbon or cloth may be used to secure bows to pews or chairs. No tape is allowed to be used in the church auditorium or entrance area of the church.
- Do not attach tape since it may remove finish from the wood or scar the walls.
- No wax candles may be used in the church.
- Only birdseed or rose petals may be used for showering the bride and groom after the wedding and may only be thrown outdoors.
- Real rose petals are not to be dropped by flower girls due to carpet stains.
- Confetti or rice are not allowed. Decorations and rental equipment are to be removed promptly following the ceremony. They may not be left overnight.
- To meet this requirement, the florist must make arrangements to have all of his or her property picked up immediately following the wedding.
- The church will not be responsible for removing and storing equipment and is not responsible for any articles left after the wedding.
- The church reserves the right to bar any florist not willing to accommodate these rules.

Music and Sound

- Reflecting the sacred nature of the wedding ceremony, every part of the ceremony, including the music, should be appropriate.
- Sound equipment may be used by church personnel only.
- Soloists and musicians may rehearse one hour prior to the wedding, when the sound technician arrives.
- There is a baby grand piano for accompanists, but there is no organ.
- Fees for accompanists or vocalists must be arranged independently with the individuals involved.
- The sound technician is paid by the wedding party directly. The family should contact him directly to prepay his fees for the rehearsal and the wedding. He should be available one hour prior to the beginning of the wedding ceremony and one hour prior to the rehearsal.

**GRACE FELLOWSHIP CHURCH
FACILITIES RENTAL CONTRACT**

Name of Bride and Groom: _____

Anticipated Number of Persons in Attendance: _____(Maximum Capacity of 275)

Requested Time and Dates: (including rehearsal/decorating/picture times/ceremony)

Date(s)	Time(s)	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Requirements: _____ Handheld Mic(s) _____ Podium Mic _____ Mic Stand

_____ Standing Podium _____ LCD Projector _____ Sound System

_____ Lighting System _____ Sound Technician

List all decorative items to be used during the ceremony: _____

This contract formed on _____(date) is between Grace Fellowship Church and the person or persons listed below as Renter. This contract and payment of deposit holds the facility for the stated dates and times. The rental deposit, contract, and rental fees must be paid at least 60 days prior to the event listed in this contract.

Renter: _____ Social Security #: _____

Mailing _____ Home Phone #: _____
Address _____

_____ Cell Phone #: _____

e-mail: _____ Payment Enclosed

These are the rules and regulations regarding rental of the Grace Fellowship Church Facility. The church reserves the right to refuse rental to events deemed inappropriate. Please review these regulations carefully; if you have any questions, call 256-847-3900 or 256-453-4627.

1. A security deposit in an amount of \$500.00 is due and shall be paid in full at the time the contract is signed. The additional rental fee of \$250 must be paid no less than 60 days prior to the event. Deposits or fees can only be paid by check or cash.
2. If for any reason the Renter cancels a scheduled event, the fees can be refunded at the discretion of the elders of Grace Fellowship Church.
3. The security deposit will be held until after the last rental date and will be refunded within 30 business days if the building and grounds are left clean and undamaged and the Renter did not exceed the hours for which he/she rented the facility. If clean-up and damage expenses exceed the security deposit, additional charges will be assessed against the Renter. In addition, if the Renter should exceed the time paid for with the rental agreement, charges will be assessed against the Renter. In addition, if the Renter should exceed the time paid for with the rental agreement, charges for this time will also be deducted from the security deposit.
4. A representative of Grace Fellowship Church must be in attendance at all events to unlock the building (2 hours prior to your rental), to ensure proper operation of the building utilities and equipment, and to secure the building at the conclusion of the event (15 minutes after rental time on contract). The presence of a representative of Grace Fellowship Church does not relieve the Renter of liability.
5. The Renter will be allowed to decorate the facility one day prior to the actual wedding service. All times for unlocking the building must be stated and approved prior to this contract being finalized. All decorations must adhere to the policy in this contract and the rules that are attached to this contract. If you have any questions concerning decorations, please contact the elders of Grace Fellowship Church.
6. The Renter is responsible for clean-up of the premises and any damages that may occur during the use of the facility. The Renter must be present during the entire event and must ensure that clean-up takes place immediately following the event. Clean-up must be complete within two hours after the event. The Renter is responsible to remove all equipment and furnishings brought to Grace Fellowship Church.
7. The conditions are strictly enforced inside and around the Grace Fellowship Church. Conditions are stated in the attached rules for renting the facility. The Renter must read and agree to all rules outlined in this contract and the rules for weddings at Grace Fellowship Church.
8. The Renter is responsible for providing security for the guests and property of guests (including automobiles) during and event.
9. The Renter agrees to accept liability for any loss, theft, or damage to the Grace Fellowship Church, its equipment, or its furnishings; the cost of replacement of any item will be charged to the individual responsible.
10. The Renter hereby agrees to assume any and all liability for any injuries that occur in or around the Grace Fellowship Church facility during the time period covered by this lease agreement. In the alternative, the Renter agrees to indemnify the Grace Fellowship Church for any liability incurred by the church as a result of any activities or conduct of the Renter.
11. The Renter may not assign, transfer, or sublet this contract.
12. The church use is limited to members or Grace Fellowship only, except for the children or grandchildren of members, who may be sponsored by their member families.

**PLEASE READ ALL ABOVE AND BELOW CAREFULLY BEFORE SIGNING BELOW
IN THE SPACE PROVIDED**

I agree to abide by all the above contract, rules and regulations. I understand that I am fully responsible for any and all persons or services related to this wedding, rehearsal, decorations, etc. I agree to fully reimburse the church for any and all damage, repairs, replacement, or expenses incurred due to anything related to this event. I also agree to abide by the letter and intent of the above, such that the building and its contents are treated with great care and respect, and that all activities are in keeping with Biblical Christianity.

Renter's Name: _____

Renter's Signature: _____ **Date:** _____
(signature indicates you have read and agree to follow all rules pertaining to weddings at Grace Fellowship Church)

Rental Payment (non-refundable): \$250.00
Rental Deposit (refundable after inspection of building): \$500.00
Total Payment: \$750.00

Member Responsible & Sponsoring (if above is not a member):

Name: _____

Signature: _____ **Date:** _____
(signature indicates you have read and agree to follow all rules pertaining to weddings at Grace Fellowship Church)

Receipt Acknowledged:

Name: _____

Signature: _____ **Date:** _____
Grace Fellowship Church