



Wedding Application and Contract for Use of Facilities

REHOBOTH CHURCH OF GOD

1170 Blue Hills Avenue, Bloomfield, CT 06002

Web address: www.bluehillscog.org / Phone: (860)242-8335/Fax: (860)242-2066

A Wedding is one of the happiest and holiest moments in life.

A man and woman join their lives together to establish a family. Rehoboth Church of God rejoices with you and we are happy to help make the occasion a splendid one.

Bride's Name _____

Address _____

City _____ State _____ Zip _____

Phone Number: (Cell) _____ (Home) _____

Email: _____

Groom's Name _____

Address _____

City _____ State _____ Zip _____

Phone Number: (Cell) _____ (Home) _____

Email: _____

Date of Wedding _____ Begin Time _____ End Time _____

Date of Rehearsal _____ Begin Time _____ End Time _____

Number of Guests _____

<u>Rental space</u>	<u>Capacity</u>	<u>Cost Members</u>	<u>Cost Non-Members</u>
Church Sanctuary	920	\$500.00	\$750.00
Chapel	300	\$300.00	\$500.00
Multipurpose/Reception Room	150	\$100.00	\$200.00
Deposit for Damages/Cleaning		\$150.00	\$200.00

Contact made with Church Minister: Yes / No if no please provide the name of the minister that will perform your wedding _____.

(All rental fees includes an honorarium for the Officiating Minister)

Please Note

Half of the total cost is required in order to reserve the date and space.

Full payment must be made prior to the event.

Signature of applicant indicates acceptance of the church building use, procedures and rules.

Applicant's Signature _____ Date _____

Church Administrator _____ Date _____

Fees

All rental costs must be paid in full, at least one week prior to the event.

Hourly rental fees for Security Personnel (\$20 per hour)

Hourly rental fees for: Sound Manager (\$20 per hour) after 5 hours the set fee is \$225

Audio Visual Manager (\$20 per hour) after 5 hours the set fee is \$225

This payment should not be included with the rental fee payment. It should be made separate form to be given directly to those individuals. For check payments the names will be provided.

Required Services: (Custodial and Facility Management services are included in the rental rate)

Cancellations

A three (3) day notice is required for all cancellations. Failure to comply will result in a deduction of 50% of the deposit amount. All checks/money orders should be made payable to: Rehoboth Church of God. It is expected that all fees will be paid two weeks prior to your function. If the cancellation is due to weather or natural causes Rehoboth Church of God will work with the Renter/Client to reschedule the event or return the deposit.

Termination of Event

If the church determines that the renter is engaged in a willful, offensive act of violation of any of the Rules for Use, the Church may terminate the event before the end of the rental period, retain the security deposit and all paid fees, and suspend the Renter’s privilege to rent church facilities again.

Inspections and Remedies

The Church will conduct a post-use inspection of the facilities and prepare a report that will note any breaches of agreement and related deductions from the security deposit, if any. The Church will mail the security deposit, less deductions, to the Renter within 3-5 days after the event. However, if damages exceed deposit amount the Renter will receive notification of balance due to Rehoboth Church of God within 30 days.

Rental Usage

The building will open at least one hour prior to the scheduled event or according to the rental arrangements as stipulated. An individual from the renting organization/group must be present when the building is opened for initial inspection and at closing for inspection. Renters are required to stay in the areas which they have reserved.

Decorations

The removal of furniture of any type is not permitted, unless discussed with the Church Administrator. The Podium must not be removed at any time. The use of tapes of any kind, push-pins, nails, screws, staples, fasteners will not be permitted on the Podium, chairs, floors, tables or walls of the facility.

The Following is Available Upon Request

- Organist - \$175
- Wedding Coordinator
- Florist
- Videographer
- Photographer
- Soloist
- Disc Jockey

Hold Harmless Agreement

User agrees to save and hold the church harmless in all respects from liability, responsibility or loss resulting from their use of the Facility and further agrees to reimburse the church for any and all expenses incurred by them for their use of the facility.

Code of Conduct

Activities and behavior should be in a manner befitting God and Rehoboth Church of God standard. No smoking is allowed in church facilities or on the grounds. Profanity or coarse language is not permitted; no illegal drugs, no consuming of alcoholic beverages, no gambling, no improper dancing and no presence of unauthorized firearms/weapons or explosives are allowed on church property. Parents or caregivers that bring children into the facility are responsible for monitoring their activities and regulating their behavior. Failure to comply will result in termination of the contract and your deposit will not be refunded.

Review of the above Contract

Rental approval /Rental Denial

Reason for Denial: _____

Rental Fee: \$ _____
 Other Fee: \$ _____
 Total: \$ _____