

FIRST LUTHERAN CHURCH-OTR **WEDDING CONTRACT**

Revised 10/01/19

This contract sets forth the terms, conditions, and stipulations whereby the following parties have committed to booking a wedding and associated activities at First Lutheran.

First Lutheran is honored to host and be a part of your wedding celebration! Please let us know how we can best assist you with this important life event.

Names of those being married: _____

Principle contact person: _____

Address for billing: _____

Email: _____

Phone: _____

First Lutheran contact information:

Name: First Lutheran Church

Address: 1208 Race Street, Cincinnati, Ohio 45202

Phone: (513) 421-0065

Email: pastorbrianflc@gmail.com

Pastor: Rev. Brian Ferguson

First Lutheran wedding contact: Cindy Schrader: cindra311@gmail.com

Event Information:

Wedding date: _____ Time of ceremony: _____

Rehearsal date: _____ Rehearsal time: _____

Attendants: _____ #Groomsman: _____

Times bridal party to arrive at church day of wedding: _____ attendants _____ groomsman

Will the bridal party dress at the church? ____yes ____no

of guests expected at ceremony _____

Will there be communion? ____yes ____no.

Do you plan to use votive candles in the sanctuary? ____yes ____no(see Optional Fees)

Will Pastor of First Lutheran be your officiant? ____yes ____no.

If not, who is your officiant? _____. Contact #: _____

Facility usage:

Please indicate all parts of the church you plan to use during the rehearsal and/or wedding:

_____lower level community room,_____lower level kitchen, _____ lower level bridal suite
_____second floor lounge, _____second floor sanctuary,_____second floor childrens’ room (often used
by groomsman for dressing), _____third floor Gallery space.

First Lutheran has limited access to those physically challenged. There is a stair glide at our north door providing access to sanctuary level. However, to access this there are 2 steps from the sidewalk into the building. Do you expect guests who are physically challenged?____yes, ____ no. This information helps First Lutheran hosts plan to assist as needed.

Fees:

Facility usage fee: \$1000.00 (non-members). Waived for First Lutheran members. This fee includes: use of sanctuary for ceremony; adjoining lounge for family and groomsmen to gather and/or dress; lower level bridal suite with adjoining womens’ restroom; use of upper level Gallery space before or after ceremony photographs or First Look; wireless microphones; use of piano and/or organ.

Deposit: \$500.00 non-refundable deposit; **\$100.00** refundable deposit for First members.

Facility Staffing: \$25/hour. First Lutheran to provide a person to act as on-site property manager during any period of time occupied by any member of or associated with your wedding during rehearsal and wedding times(photographer, florist, wedding party, wedding coordinator).

Optional Fees:

First Lutheran Pastor as officiant: \$400.00 payable to First Lutheran Church (non-members only)

Rental of Gallery or lower level space: \$100.00 additional fee for usage of lower level or Gallery space for rehearsal dinner or reception

Set up: \$50.00 additional fee for tables and chairs on lower level or third floor Gallery space as directed by wedding party.

Sanctuary votive candles: \$25.00 (approximately 30)

Musician: First Lutheran is able to provide contact information for various musicians. Fees negotiated directly with and paid to musicians.

Payment Terms:

-Client shall pay First Lutheran Church the amount outlined in exchange for said number of hours of service.

-A deposit in the amount outlined as “Deposit” must be paid to First Lutheran Church at the time of booking the event. (The deposit is ONLY refunded as explained below.)

-Remaining balance due 10 days prior to wedding. Invoice for additional fees to be submitted to wedding party within 10 days of wedding.

Deposit and Confirmation:

-Usage of First Lutheran Church is not confirmed for your wedding until this signed agreement and outlined deposit have been received. Checks made out to: First Lutheran Church, mailed to 1208 Race St., Cincinnati, OH 45202.

-Once the deposit is received by First Lutheran Church the event date (s) will be secured on the church master calendar.

Cancellations:

-Facility deposit is only refundable up to 6 months before the wedding date.

-If First Lutheran Church must cancel for any reason, First Lutheran Church shall refund 100% of the deposit.

Restrictions:

-Bell tower is off limits and wedding guests agree not to enter it or attempt to enter it.

-Adjusting heating/cooling system to be done by church representative.

-No throwing of rice, bird seed, flower petals (real or fake), confetti shall be thrown inside or outside the church.

-No chalk drawings on sidewalk in front of church

-No aisle runners

-No real candles along aisles

Equipment Regulations:

-Use of audio equipment, piano, organ and provided decorations not listed in the "Optional Fees" section are included in the rental price.

-No staples, tape, or anything else that may cause permanent damage may be used for decorations anywhere inside or outside the church. All decorations are to be removed at the conclusion of the ceremony by someone associated with wedding party.

-All and any church furnishings must be placed back into original configuration, if moved for ceremony. Sanctuary must be "worship ready" by 9:00 a.m. Sunday mornings.

-Someone representing the event is expected to be at the church to accept the delivery of flowers, props, furniture, food, meet photographer and any other items relating to event. ARRANGEMENTS MUST BE MADE WITH CHURCH REPRESENTATIVE TO ACCESS TO CHURCH. The church does not have staff available at the church unless pre-arranged. (see First Lutheran contact information)

Hold Harmless Agreement:

Wedding party and their guests agree to indemnify, hold harmless and defend First Lutheran Church, and all its officers, agents, employees, volunteers and pastors from and against all liability for injuries to or deaths of persons and damage to property caused by wedding party and their guests use of, occupancy of, or operations upon the premises, provided, however, that this covenant shall not extend to liabilities incurred for any negligent acts or omissions on the part of First Lutheran Church and its officers, agents, employees, volunteers or pastors.

I/we have read this contractual agreement presented by First Lutheran Church and do hereby fully understand and agree to all said terms set forth within.

Signatures of wedding partners

Date _____

_____ **Date** _____
First Lutheran Church, Pastor

Deposit received: _____ **amount** _____ **date.**