

FIRST LUTHERAN CHURCH CINCINNATI
WEDDING CONTRACT
Revised 8/10/23

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 in this important life event.

Wedding Party Contact Information:

Spouse 1 name: _____

Spouse 2 name: _____

Principle contact person: _____

Address for billing: _____

Email: _____

Phone: _____

Church Contact information:

Name: First Lutheran Church

Address: 1208 Race Street, Cincinnati, Ohio 45202

Phone: (513) 421-0065

Email: firstlutherancincy@gmail.com

Pastor: Rev. Joshua Miller

Event Information:

Wedding date: _____ Time of ceremony: _____

Rehearsal date: _____ Rehearsal time: _____

#Attendants for spouse 1: _____ #Attendants for spouse 2: _____

Times wedding party to arrive at church: _____ spouse 1 _____ spouse 2

Will spouse 1's wedding party dress at church? ___ yes ___ no

Will spouse 2's wedding party dress at church? ___ yes ___ no

of guests expected at ceremony _____

Will there be Holy Communion? ___ yes ___ no

Do you plan to use votive candles in the sanctuary? ___ yes ___ no

Will the pastor of First Lutheran Church be your officiant? ___ yes ___ no

If no, who is your officiant? _____

Email and phone: _____

Facility Usage:

Please indicate all parts of the building you plan to occupy during events:

Lower Level: _____ community room, _____ kitchen, _____ wedding party suite

Main Level: _____ community room, _____ sanctuary, _____ children's room (often used by a wedding party for dressing),

Upper Level: _____ Gallery.

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

Fees:

Facility Usage Fee: \$1500 (non-members). Waived for members of First Lutheran members. This fee includes use of (Main Level) sanctuary for ceremony, adjoining community room for family, and wedding party room to gather and dress; (Lower Level) wedding party suite with adjoining women’s restroom, and adjoining community room for family; (Upper Level) Gallery before or after ceremony for photographs or First Look, wireless microphones, live stream, and use of piano.

Deposit: \$750 deposit (non-members); \$100 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 occupied by any member of or associated with your wedding during rehearsal and wedding day times (photographer, florist, wedding party, wedding coordinator).

Optional Fees:

First Lutheran Pastor as officiant: \$500 (non-members only). Payable to First Lutheran Church.

Rental of Gallery or lower-level space: \$150 for rehearsal dinner or reception.

Set up: \$75 for tables and chairs on lower level or upper level Gallery as directed by the wedding party.

Musician: FLC’s Worship Arts Director is available to provide music for \$250 for the wedding and an additional \$150 for the rehearsal (fees for non-members only). If you have additional instrumental needs a list of musicians can be provided for you. Fees negotiated with and paid directly to musicians.

Sanctuary votive candles: \$25 (approximately 30)

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.)

-The remaining balance must be paid 10 days prior to wedding. Invoice for additional fees to be submitted to the wedding party within 10 days of the wedding.

Deposit and Confirmation:

-Usage of First Lutheran Church is not confirmed for the event until this signed agreement and outlined deposit have been received. Checks made out to First Lutheran Church and 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 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 only by church representative.
- No throwing of rice, bird seed, flower petals (real or fake) shall be thrown on the front sidewalks of the church or inside the sanctuary.
- No chalk drawings on the sidewalk in front of the church building.
- No aisle runners.
- No real candles along aisles.

Equipment Regulations:

- Use of audio and live stream equipment, piano and provided decorations not listed in the “optional fee” section is included in the rental price.
 - No staples, tape, or anything else that may cause permanent damage may be used for any decorations. 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.

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