

# CHRIST MEMORIAL CHURCH WEDDING REQUEST AND WAIVER OF LIABILITY FORM

## Availability of Facility for Weddings

Christ Memorial Church's facilities are available for weddings for CMC members\* and community non-members. All requests for wedding usage must be scheduled in advance with the Christ Memorial Scheduler. **NO holiday weekend weddings will be scheduled, and all Saturday weddings must be done by 5:00 pm.** A Christ Memorial Wedding Event Coordinator will be assigned to assist with use of the facility. A non-refundable deposit of \$100.00 (One Hundred Dollars) is required along with the "Request Form" and "Waiver of Liability for Facility Use" (included) before the date for the celebration or wedding will be confirmed and held for the requestor(s).

### Chapel Pricing: (Chapel can hold up to 250 guests)

1. CMC Member- \$500 which includes the deposit. Four hundred dollars to be paid ten days before wedding or celebration.
2. Non-Member- \$900 which includes the deposit. Eight hundred dollars to be paid ten days before wedding or celebration.

**\*NOTE: To be considered for the MEMBER rate, either the bride or groom or one of their parents must be a current member of CMC.**

### Sanctuary Pricing: (Available ONLY to Members with a confirmed guest list of over 250 people unless otherwise approved)

1. CMC Member\*- \$650 which includes the deposit. Five hundred fifty dollars to be paid ten days before wedding or celebration.

***Pre-marital Counseling is required to have your wedding performed at Christ Memorial Church. The cost for counseling is that of the wedding couple to the counselor. Counselor must send a note of acknowledgement to Wedding Coordinator that counseling has been completed one month in advance of wedding. Ceremony officiants not provided by Christ Memorial Church must be approved by the wedding coordinator. Officiant ordination, certification, licensing and theological education background will be considered during the approval process. Christ Memorial Church upholds the wedding guidelines set forth by the Reformed Church in America.***

### Guidelines for the Use of Facilities

- Christ Memorial activities take precedence and will be scheduled accordingly.
- All weddings will take place in the **Chapel** unless there is a scheduling conflict or there are more than three hundred (300) guests. Use of the Sanctuary for a wedding ceremony with less than three hundred (350) guests, must be approved by the Wedding Event Coordinator.
- If you are using a video or slide presentation of your lives as part of your ceremony, the wedding coordinator **MUST have it one week** in advance to make sure it works with our computer system.
- Use of the Christ Memorial Church Kitchen for a celebration or wedding reception is granted only to licensed organizations and by permission under the qualifications given by Kitchen Manager.
- Smoking, use of alcoholic beverages, or any beverage that stains is not allowed.
- No food or beverages are allowed in the Chapel or Sanctuary.
- Candles in flame protected containers may be used only with prior approval.
- No glitter or confetti of any kind is allowed in the building.
- No fog machines are allowed in the building.
- No special lighting or DJ lighting is allowed in the building.
- Use of Christ Memorial owned electronic video and/or audio equipment cannot be used without a certified CMC technician, who will be provided through the wedding coordinator.
- Tacks, nails or tape may not be used on furniture, walls or windows. Poster putty is allowed but not on porous surfaces. Tables should be protected from hot dishes.
- Vehicles must stay on paved areas only.
- Vehicles may not be used on sidewalks, cannot park in the driveways leading up to the building, must park in designated areas only, and cannot be left parked in the undercover areas by entrances.
- Only birdseed and flower petals can be used outside the building.

# CHRIST MEMORIAL CHURCH CELEBRATION REQUEST AND WAIVER OF LIABILITY FORM

## Wedding Celebration Information

CMC Member\* \_\_\_\_\_ Telephone \_\_\_\_\_

Bride \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Groom \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Ceremony Time \_\_\_\_\_ End Time: \_\_\_\_\_

\*Not to exceed a total of 4 hours for wedding party to be in the building. Exception only if reception is held in Christ Memorial Church. If Reception is held at Christ Memorial, additional costs will be incurred. Please see wedding coordinator for those costs. NO holiday weekend weddings will be scheduled, and all Saturday weddings must be done by 5:00 pm.

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*Not to exceed a total of 2 hours for wedding party to be in the building. Exception only if rehearsal dinner is held in Christ Memorial Church. If rehearsal dinner is held at Christ Memorial, additional costs will be incurred. Please see wedding coordinator for those costs.

## Christ Memorial Church Wedding Fee Schedule

Please check either CHAPEL \_\_\_\_\_ OR SANCTUARY \_\_\_\_\_

**CMC member\*** costs **after** the non-refundable deposit for Wedding Ceremony in the **Chapel** at Christ Memorial is Four Hundred Dollars (**\$400.00 due ten days before wedding/celebration—checks shall be written directly to the wedding coordinator**). This includes technical lighting/sound, custodial/security, and event logistics facilitator. Costs **after** the non-refundable deposit for Wedding Ceremony in the **Sanctuary** is Five Hundred and Fifty Dollars (**\$550.00 due ten days before wedding/celebration**).

**Non-member** cost **after** non-refundable deposit for a Wedding Ceremony in the **Chapel** is Eight-Hundred Dollars (**\$800.00 due ten days before wedding/celebration—checks shall be written directly to the wedding coordinator**). This includes technical lighting/sound, custodial/security, and event logistics facilitator.

Total cost does not include honorariums to Minister, Organists, Musicians, Soloists, etc.

I/We \_\_\_\_\_ has/have received Christ Memorial Church's Celebration Scheduling Usage Policy and waiver and I/We agree to the terms and conditions including the cost and waiver.

\*\*If you are using a video or slide presentation of your lives as part of your ceremony, we **MUST have it one week** in advance to make sure it works with our computer system.

# CHRIST MEMORIAL CHURCH

## ROOM REQUEST AND WAIVER OF LIABILITY FORM

\*Note: This form must be completed in its entirety, returned, and approved by Christ Memorial before a booking can be confirmed. Your request will be secured when the deposit is paid, the Request Form and Waiver for Liability Usage Form is filled out and signed.

### General Information

Date of Event \_\_\_\_\_

Name of Event \_\_\_\_\_ # of Attendees \_\_\_\_\_

Contact Person \_\_\_\_\_ Ph. # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Set up Time \_\_\_\_\_ Clean up Time \_\_\_\_\_

Area/Room Requested (CHAPEL or SANCTUARY) \_\_\_\_\_

### Equipment Requirements

Audio/Type \_\_\_\_\_ TV/DVD Player \_\_\_\_\_ Microphone \_\_\_\_\_

Computer - MAC \_\_\_\_\_ or PC \_\_\_\_\_ Piano \_\_\_\_\_ Organ \_\_\_\_\_

\*Requestor has received Christ Memorial's Facility Scheduling and Usage Policy and agrees to the terms and conditions including the fee schedule.

**Written Signature** \_\_\_\_\_

**Printed Signature** \_\_\_\_\_

# CHRIST MEMORIAL CHURCH CELEBRATION REQUEST AND WAIVER OF LIABILITY FORM

## Liability Agreement

I /We agree to compensate Christ Memorial Church for loss, damage any and all liability claims, legal actions damages or other relief, including reasonable attorney fees and costs asserted against Christ Memorial Church due to my use of the Christ Memorial Church facilities. This agreement applies to any and all claims whatever the nature, whether the claim is asserted by me or by persons or companies that have been invited to the event. My obligation to compensate for loss or damage shall not apply to any claims caused by (1) negligent acts of Christ Memorial Church or its representatives, agents or employees, or (2) arising out of the physical condition of the Christ Memorial Church facilities due to such conditions not discovered from the visual inspection of the facility.

I also agree to compensate Christ Memorial Church for any and all damages to its facilities caused by myself, persons or companies at the event due to my invitation.

To the extent a claim is based on multiple causes, I agree to compensate Christ Memorial Church for loss or damage and shall not apply to the prorated portion attributable to exceptions under (1) and (2) above.

I acknowledge I have had full opportunity to examine and visually inspect the Christ Memorial Church facilities for the intended activity. Unless otherwise noted in writing, Christ Memorial Church represents only the designated portion of the facilities within the agreement made available through this contract exclusively for me for use only on the dates and times scheduled.

Proof of liability insurance coverage may be required if advised of such by Christ Memorial Church.

Christ Memorial Church reserves the right to revoke this contract in the event of unforeseen circumstances that deem the facility space requested for the above mentioned event unsafe/unusable or in the event that the contract obligations are not met.

\*Non-Refundable Deposit of \$100.00 to Christ Memorial Church is due at the signing of this contract.

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

### OFFICE USE ONLY

Deposit Received on: \_\_\_\_\_ By: \_\_\_\_\_

Date of event approved on: \_\_\_\_\_ By: \_\_\_\_\_