

River Shores Church Wedding Agreement

Fee Schedule:

Current Fees:

Use of the Church Facility

- In congregation \$50.....\$ _____
- Outside congregation \$200.....\$ _____

Multipurpose Room \$200 additional.....\$ _____

& Kitchen Use

Sound Board Tech

- In congregation \$100.....\$ _____
- Outside congregation \$150.....\$ _____

Sound for other rooms Cost based on needs.....\$ _____

Church tablecloths \$50.....\$ _____

Clean Up Fee \$150.....\$ _____

Subtotal\$ _____
+\$200 deposit

In addition to the above fees, please submit a separate check of \$200 for a security deposit. This deposit will be returned to you if there is no damage to the property. This deposit is due immediately to reserve the date along with a signed church rental agreement. The remainder of the fees will be due one month before the wedding.

The Security Deposit covers the church property, building and its contents for possible repairs, reorganization or cleaning that goes beyond what would be considered as normal. If the church is returned to the same condition as before the wedding, all of the Security Deposit will be returned within ten working days after the date of the wedding.

It is the responsibility of the renters to assign a person(s) in their group to help pickup the facility afterwards. Please remember to pick up all used rooms including the bathrooms.

Building Use Guidelines:

- No alcohol is permitted on the premises.
- Rice, birdseed, and confetti are not permitted.
- The church is a smoke free facility.
- More building guidelines at <http://rivershores.org/building-use-policies/>
- The church is not responsible for lost items. (You may contact the church to inquire about missing items that may have been turned in.)

Today's date: ____/____/____

We wish to reserve River Shores Church for the following event: _____

Date(s) of reservation: _____

Start time (include setup): _____

End time (include teardown): _____

Please circle the areas you would like to use in the church building:

Sanctuary	Classroom(s), please specify: _____
Multipurpose Room/Kitchen (\$200)	Youth Room
Foyer/coffee area	Other: _____

Will you be using the church decor? Yes or No

Please share what items you would like to use: _____

Will you be using the church tablecloths? (\$50 fee) Yes or No

Bride's Name: _____
Address: _____
Email: _____ Cell: _____
Bride's Parents Names: _____

Groom's Name: _____
Address: _____
Email: _____ Cell: _____
Groom's Parents Names: _____

Person to be contacted if needed (i.e. wedding planner, mother of the bride):
Phone: _____

Address and to whom the deposit should be mailed back to:

Requested Wedding Date: _____ Time: (include setup & teardown) _____

Rehearsal Date and Time: _____

Person from renter's group in charge of clean-up (Name & Number):

(Check one): Wedding only _____ or Wedding & Reception _____

Estimated number of guests: _____

I have a received a copy of the Wedding Rental Agreement & Building Use Policies and agree to the terms and conditions contained therein.

SIGNED: _____ Date: _____

For Church Office use

Security Deposit received (\$200) by - Name: _____ Date: _____

Remainder of Fees received (\$ _____) are due by this date: _____

Remainder of Fees received (\$ _____) by- Name _____ Date: _____

Check of facility & rented items done on this date by - Name _____ Date _____

Security Deposit returned (\$ _____) by: _____ Date: _____

Any additional notes: _____