



## **Wedding/Reception Facility Rental Agreement**

### ***Reservations***

Reservations for weddings and/or receptions can be made provided that either the bride or groom is an active member in good standing of 1<sup>st</sup> Assembly – Muldrow | Roland.

Making application to reserve a wedding and rehearsal date can be accomplished by completing this form and returning it to the church office. Once the church office has received your completed form, the church calendar can be checked to see if the desired date is available. If the desired date is available, the church office will contact you to confirm the date and to set up a time to receive the \$100 non-refundable deposit.

Weddings or rehearsals will not be scheduled on Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day. Weddings will also not be scheduled on Easter, Independence Day (July 4th), Labor Day, Memorial Day, Mother's Day, or Father's Day weekends. Weddings will only be scheduled on Fridays and Saturdays and may be scheduled as late as 8:00 p.m. on Fridays and no later than 2:00 p.m. on Saturdays.

### ***Fee Schedule***

The total wedding/reception fee for the use of 1<sup>st</sup> Assembly is \$350. A \$100 non-refundable deposit is due at time of reservation with the remaining balance of \$250 due no later than 30 days prior to the scheduled wedding date. The non-refundable deposit of \$100 may not be refunded once this form and deposit have been received by the church office.

This provides for a Wedding Coordinator who will assist you by meeting to help you plan the ceremony, conduct the wedding rehearsal, and assist on the wedding day. The wedding coordinator does not help with decorating. It also provides for a member of our Media Department who will provide microphones for pianist and soloists, and play any sound tracks that you may have. In addition, it includes our janitorial fees to our hired personnel whom will clean both buildings following the wedding and reception. It is the family's responsibility to remove all decorations first from the Sanctuary building and next the Family Life Center immediately following the couple's departure.

Full name of Bride: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Full name of Groom: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Full name of Person Responsible for this Contract: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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I, \_\_\_\_\_ adhere to the above stipulations and agree to be responsible for any and all damages that may occur as a result of the occasion in which we are using the church facilities. I understand the terms of this agreement and the terms of my non-refundable deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_

- Please check here if you will be using the Family Life Center and/or Kitchen for your Rehearsal Dinner

If you checked the box above, please list the approximate time of your Rehearsal Dinner: \_\_\_\_\_

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**OFFICE USE ONLY**

- Deposit Pd (\$100) Cash \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee (\$250) Due Date (30 days prior to Wedding Date): \_\_\_\_\_

- Rental Fee Pd (\$250) Cash \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_