



Living Water Church

Special Event Building Single Use/Wedding Agreement

This completed form and all fees must be returned to LWC no later than 30 days prior to the event.

Applicant: _____ **OR** **Bride:** _____ /
Groom: _____

Name of Organization: _____

Daytime Phone: _____ **Evening Phone:** _____ **E-Mail:** _____
Address: _____ **City/State/Zip:** _____

Responsible Person(s) on site during event:
Name and Phone: _____ **Name and Phone:** _____

Space Requested: *Check all that apply*

- | | | | | |
|--|---------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Foyer | <input type="checkbox"/> Youth Room | <input type="checkbox"/> Red Classroom | <input type="checkbox"/> Blue Classroom |
| <input type="checkbox"/> Green Classroom | <input type="checkbox"/> Nursery | <input type="checkbox"/> Grounds | <input type="checkbox"/> Upper Kitchen | <input type="checkbox"/> Lower Kitchen |
| <input type="checkbox"/> Fellowship Area | <input type="checkbox"/> Other: _____ | | | |

Date of Event/Wedding: _____
Event Start Time: _____ **Event Ending Time:** _____
Estimated Number in Attendance: _____
Set-up Time: _____ **Final Departure Time:** _____

Wedding Rehearsal Date and Time: _____
Number Attending: _____

Special Equipment, Audio Visual or Set-up Needs from LWC:

Wedding Information:

1. Requests to reserve wedding dates will be handled on a first-come, first-serve basis. Non-members are allowed to reserve the church no more than 10 months prior to the event.
2. A \$100 check is required as a security deposit to hold the date. The date will not be fully secured until the agreement has been signed by all parties and security deposit received. The security deposit will be cashed. However, it will be returned within 30 days after the wedding if there are no extra clean-up or repairs required. Cancellation of the wedding within 90 days of the event forfeits the security deposit.
3. Any outside officiate must be approved by the Pastor of Living Water Church. If the Living Water Church pastor is the officiate, the wedding couple will be required to attend a minimum of three counseling sessions to be completed 60-90 days prior to the wedding. The pastor reserves the right to deny the wedding request.
4. Use of candles (other than Unity Candle) must be pre-approved by the Wedding Coordinator, as well as hanging items from wall or ceiling.
5. No rice, birdseed or confetti is allowed. The Nursery is the suggested dressing room.
6. All General Guidelines and Restrictions listed on page 2 are to be observed, with exceptions listed above.

Wedding Fees:

	<u>Members</u>	<u>Non-Members</u>
Security Deposit: (See above)	\$100	\$100
Use of Sanctuary / Foyer / Upper Kitchen / Nursery:	No charge	\$500
Use of Lower Kitchen and Lower Level:	No charge	\$200
Pastoral Honorarium:	\$200, <small>suggested minimum</small>	\$500
Wedding Coordinator: (required LWC personnel)	\$100	\$250
Sound / Lighting Technician: (required LWC personnel)	\$100	\$100
Custodial Fee:	\$50-upper - \$100-lower...	
LWC Musicians: (to be paid directly to musicians if not on staff)	...Fee to be negotiated...	
Special Equipment Needs:	...Fee to be negotiated...	

General Guidelines & Restrictions:

1. This agreement can be cancelled by either party with a 30-day written notice.
2. All food and drink is to be dispensed from the kitchen area. Expense for excessive food and/or drink clean-up will be charged to the person signing this Agreement.
3. Alcoholic beverages and illegal substances are NOT allowed in the building or on the grounds of LWC. The only exception would be wine for the administration of the sacrament of communion.
4. Use of candles must be approved prior to event.
5. Nothing is to be attached to walls, doors or ceilings OR removed from walls, doors or ceiling without prior approval. Equipment and furniture may not be moved or adjusted unless approved by the Elders. The user assumes responsibility for the costs of repair/replacement of furniture or equipment that is damaged.
6. Facility must be left clean and neat with the area(s) used returned to the original set-up at arrival.
7. Use of the kitchen facilities requires prior training to the event. All dishes, silverware, utensils, etc. are to be washed, dried and put away. Countertops, stoves, refrigerators, and sinks are to be wiped off and spills on the floor cleaned up.
8. If facility is left in an unacceptable condition, a custodial fee of up to \$50 will be taken from the security deposit.
9. The user is responsible for providing adult supervision of children at ALL times.
10. Smoking is NOT permitted inside the building or on the grounds.
11. Use of the facility is restricted to the area(s) reserved, with the exception of bathrooms and corridors.
12. LWC is not responsible for personal property left in the facility. Items not claimed after one month will be discarded or become the property of LWC.
13. User provides their own equipment and consumable supplies (paper plates, napkins, tablecloths, etc.)
14. A Certificate of Liability Insurance is required for non-members (minimum of \$1 million) and can be obtained from the user's homeowners insurance agent.
15. Applicant agrees to do a walk-through with a person designated by the Trustees prior to the event.
16. A walk through will be done after the event with the applicant or their representative and a Trustee, reviewing and signing off on the Clean Up Check List.

Damages, Losses and Claims:

***For purposes of this section, "USER" includes the applicant; "CHURCH" includes Living Water Church, its Board of Trustees, Board of Elders, employees and members.**

1. USER is responsible for all costs related to any and all damages to the premises and/or contents of the CHURCH. Any damage is to be reported to the church office with a written description of the property and nature of the damage and must be signed by the person reporting the damage with his/her telephone number.
2. USER agrees to indemnify and hold harmless the CHURCH from any and all costs, damages, or losses including interest and reasonable attorney fees, sustained by the USER from any and all claims, actions, judgments or any other circumstances resulting from the use of the CHURCH facilities, including its contents, by any person or organization authorized or invited by USER.
3. Notwithstanding, should any claim or controversy arise from the USER's use of the CHURCH facilities, the parties agree to seek resolution of such claims or controversies between themselves according to Biblical principles. Should they be unable to do so, they agree that the claim or controversy may be entered into any court having jurisdiction.

Facility Fees for Non-Members:

Sanctuary Only: \$200
Sanctuary, Lower Level, Kitchen: \$300
Lower Kitchen Only: \$100

Facility Fees for Members and Non-Members:

Sound Technician: \$100
Special Equipment Needs: To be negotiated
Security Deposit: \$100 -To be returned after determination no damage occurred

By my signature below, I agree to the above in its entirety:

Date: _____

Signature: _____

Applicant

Printed Name

OFFICE USE

Approved by Elders: _____ Date: _____ Event on Church Calendar _____

Received from Applicant: Certificate of Liability Insurance _____ Fees Paid _____ Deposit Returned _____

Final walk-through completed on _____ by _____ and _____
(Applicant) (Trustee)