

First Congregational Christian Church of Anchorage

Wedding Reservation

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Bride: _____

Groom: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Wedding Fees

First Congregational Church Basic Wedding Fee: Non-Member \$650.00
 Member \$550.00

Services provided for your wedding include:

- ♥ Use of the Meeting House (Sanctuary – 1 hour rehearsal, 3 hours wedding)
- ♥ Use of candelabra and candles for chancel and aisle
- ♥ Services of the Wedding Coordinator (1 hr. consultation, 1 hr. rehearsal, 3 hrs. wedding (\$50 per hr. beyond that.))
- ♥ Services of the custodian

Reception Fees: Non-Member \$250.00
 Member \$150.00

Services provided for the reception

- ♥ Use of Cary Mead Hall (1-4 hours, additional \$50 per hour over 4 hours)
- ♥ Event Coordinator
- ♥ Use of tables and chairs

Additional Services Offered at Extra Charge:

- ♥ Services of the organist/pianist (by arrangement with her or him)
- ♥ Services of the Administrative Assistant (e.g., for designing and printing a program—by arrangement)

The Services of the Senior Minister are by arrangement with him or her.

Basic Charges _____

Additional Charges + _____

Total Charges = _____

Deposit (Due on Booking) **\$100.00**

Balance Due (Payable no later than one month prior to the event) = _____

Refundable Damage Deposit (Due on Booking) **\$150.00**

Date Rec'd	Initials

_____ Request Approved _____ Request Denied _____ Reason (if applicable)

_____ Representative of First Congregational Church

_____ Date

This agreement is granted upon and subject to these additional terms and conditions:

- 1) This agreement is consistent with the goal of First Congregational Church to further its Christian mission in the community of Anchorage.
- 2) The User shall comply with all use requirements and "house rules" as requested by FCC. The Meeting House [Sanctuary] and all other property of FCC shall be treated with respect and high regard. All minors shall be under the direct supervision of an adult at all times.
- 3) The User agrees to be legally and financially responsible for any injury to person or damage to property of User, any of its members, guests, or others coming onto the said property as a result of User's activities. User agrees further to indemnify and hold harmless First Congregational Church from any and all liability, damage and expense arising from or out of its use of any portion of said property, including the parking lot. User agrees further to waive all legal claims on account of any loss, damage, or injury to person or property of the User, its members, guests or others coming onto said property, including the parking lot, as a result of User's activities. This hold harmless and waiver clause is a consideration upon which this Use Agreement is granted. The absence of a demand by First Congregational Church that the User provide evidence of liability coverage does not relieve User of its responsibility under this clause.
- 4) The User is responsible for all set-up needs and return of space to its original condition. The User shall leave all spaces and property of First Congregational Church clean, orderly, and undamaged. The Cleaning/Damage deposit of _\$150_ is refundable to the extent that the User complies with this clause. This deposit does not preclude further monetary demands by First Congregational Church in the event damage occurs, by whatever cause, during use of the said premises by the User, its members, guests, or others coming onto said property, including the parking lot, as a result of User's activities.
- 5) The User will have responsible use of FCC personal property as expressly agreed to by FCC. It is agreed further that the kitchen area is space usable by the User, but the User expressly warrants that there will be no cooking or use of FCC's equipment or property without FCC's expressed consent.
- 6) FCC may, at its discretion, require the User to provide evidence of liability insurance. If FCC does not require said coverage from User, it does not mean that FCC waives its right to do so at any time. In the event FCC requires liability coverage, it shall be for not less than \$1MM CGL and shall be in effect for the length of the User's event which gives rise to FCC's demand.
- 7) FCC is not responsible for lost or stolen articles. User is responsible for the security of all valuables and other items brought onto the church property.
- 8) User shall be responsible for any property loss or damage caused to the premises by their use, whether or not insurance coverage is in effect.
- 9) FCC enters into this agreement with the "condition" that use of space or property by the User is subordinate to FCC's need for the space or property at any time. FCC will act in good faith to minimize disruption of User's use of space and property and will also make a good faith effort to give timely notice in the event of a need to reschedule User's activity. User shall likewise act in good faith to give FCC timely notice if it intends to cancel or postpone its use of the premises, as agreed above.

10) User may be provided, at the discretion of FCC, keys to entry doors and all other spaces for which use is agreed.

11) No other portion of the premises or property or time of use other than expressly agreed to above is permitted without express consent of FCC.

12) No smoking is ever allowed in the building and alcoholic beverages are allowed on the premises only with the express consent of FCC.

13) User shall complete the User Group Checklist provided by the church office.

14) Usage fee is non-refundable; but may be returned by FCC at its discretion in the event User provides FCC timely notice of the cancellation or postponement of its use of the premises, as agreed above. If the Damage Deposit exceeds the usage fee, and the conditions of this agreement are met, the difference will be refunded to the User named in this document.

15) The Senior Minister may require renters to pay for additional services, such as additional set up or cleaning by the Sexton, operation of the sound system, or clerical tasks such as printing programs or posters.