

WAUKESHA BIBLE CHURCH

Wedding Rental Agreement

This form ***must be*** filled out for all weddings held at WBC. The responsible party must be a WBC member/regular attendee. Please complete this form in its entirety and submit to the church office at least six weeks before the event. The request will be reviewed by the staff and added to the church calendar, if and when approved. If there is a scheduling conflict or the event is denied, you will be notified as soon as possible.

Scheduling and Calendar

This agreement by and between **Waukesha Bible Church at S53 W24079 Glendale Road Waukesha, WI 53189** ("WBC"), and

_____, ("Wedding-Party"), will take effect for the wedding of _____
(Wedding Representative's Name – Print) (Groom's Name)

and _____, which will take place on _____ at _____.
(Bride's Name) (Wedding Date) (Ceremony Start Time)

Building usage timeframe: _____ to _____
(Start Time) (End Time)

Number of expected guests: _____

A time for a rehearsal will be worked out separately, for which there are no additional charges.

If the rehearsal dinner is held at WBC, there will be an additional charge (see fee schedule).

WBC has agreed to allow the Wedding-Party to use the facilities provided the following terms and conditions are met.

Terms and Agreement

It is therefore agreed by and between WBC and the Wedding-Party:

1. WBC agrees to let Wedding-Party use the premises described above for the purpose and day/time indicated.
2. Wedding-Party agrees to pay WBC for the use of the premises. (See "Office Use Only" section for pricing)
3. Wedding-Party agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
4. Wedding-Party agrees that it will not use the premises for any purposes that is contrary to the mission, purpose, or belief of WBC, which is a biblically based religious organization.
5. Wedding-Party agrees to hold harmless, indemnify, and defend WBC (including WBC's elders, deacons, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, during the wedding rental, regardless of whether such injury or damage results from negligence of WBC (including WBC's elders, deacons, employees, and representatives) or otherwise.
6. Wedding-Party agrees to be responsible for returning to the pre-use condition all areas of the premises that the Wedding-Party will use, including entrances and exits. Wedding-Party will complete the clean-up checklist provided by WBC. Custodial Refund will be determined on how accurately the clean-up checklist is followed (cleaning supplies will be provided). Wedding-Party will be responsible for the cost to repair any damages to WBC property.
7. Wedding-Party agrees not to arbitrarily use other facilities or equipment not specifically requested and authorized by this agreement.
8. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. Full payment must be received at least 14 days before the wedding day.
9. In the event that WBC must cancel this agreement, Wedding-Party will be entitled to any deposit paid. However, in no event will WBC be liable to Wedding-Party for any lost profits or incidental, indirect, special, or consequential damages arising out of Wedding-Party's inability to use the above-described premises, even if WBC has been advised of the possibility of such damages.
10. Wedding-Party agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
11. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Agreement: *I hereby agree to the Facility Rental Agreement*

Date of Application: ____/____/____ Phone: (____) _____ Email: _____

Wedding Representative:

(Print Name)

(Signature)

WBC:

Giles Litzner, Executive Pastor

(Signature)

Fees

Wedding Ceremony = \$500

- Includes use of the Auditorium and two dressing rooms
- Includes honorariums for the WBC Wedding Liaison and Sound Technician (both required).

Rehearsal Dinner = \$200

- Includes use of Fellowship Hall and the kitchen for warming, serving, and cleanup (meals themselves must be catered)
- Use of chaffing dishes, coffee urns, salt/pepper shakers, water pitchers.
- Does NOT include use of tablecloths or paper products

Foyer Dessert Reception (max 75 people) = \$200

- Includes use of Foyer and serving dishes from kitchen

Full Reception in Lower Level (max 200 people) = \$800

- Includes use of Fellowship Hall and/or Connector Room depending on size of guest list
- Includes use of kitchen for warming, serving, and cleanup (meals themselves must be catered)
- Use of chaffing dishes, coffee urns, salt/pepper shakers, water pitchers.
- Does NOT include use of tablecloths or paper products
- Includes honorariums for WBC Wedding Liaison and Custodial support (both required).

The officiating Pastor is usually given a monetary gift. Please handle this separately.

You are also responsible for hiring and paying musicians directly. We can refer you to musicians upon request.

Office Use Only: *Do not write below this line*

Date Approved: ____/____/____ Initials: _____

Date placed on the calendar: ____/____/____ Copy given to Facilities Manager on: ____/____/____

FEES:

_____ Ceremony (\$500)

_____ Rehearsal Dinner (\$200)

_____ Foyer Reception (\$200)

_____ Lower Level Reception (\$800)

_____ **TOTAL FEES**

PAYMENT TRACKING:

\$Amt Paid

Date Rcvd

Initial

Date Paid in Full: ____/____/____

Due in full 14 days prior to wedding.

POTENTIAL REFUNDS:

No refunds are given for Ceremony

_____ Rehearsal Dinner (max refund \$100)

_____ Foyer Reception (max refund \$100)

_____ Lower Level Reception (max refund \$300)

_____ **Total Amount Refunded**

Date Refunded: ____/____/____

AMT PAID BY WBC TO PERSONNEL:

\$Amt

Personnel

Name

Date Paid

_____ Wedding Liaison _____

_____ Sound Technician _____

_____ Other Personnel _____