

**REDEEMER UNITED CHURCH OF CHRIST BUILDING USAGE FORM**  
 Letter of Expectation for use of the facility for **WEDDINGS**

Redeemer United Church of Christ is pleased to make available our smoke free facility for your event and asks that you please respect our procedures and policies.

The Wedding policy includes a **3 hour** booking inclusive of any time in the building prior to the ceremony **and 1 hour for the rehearsal.**

**Due at time of booking:**

- 1) A completed Building Rental Form
- 2) \$250 Security Deposit\* - If there are damages less than \$250 from your event your deposit will be applied to the cost of repair or replacement. If damages exceed this amount you will be billed accordingly.

\*Security Deposit status secondary to cancellation of the event:

- 100% refundable if cancelled more than 6 months before the event.
- 50% refundable if cancelled more than 3 months before the event.
- 0% refundable if cancelled less than 3 months before the event.
- A cleaning fee for additional hours for our custodian is included in your fee schedule. Any cleaning needed beyond normal and customary will be deducted from the security deposit.
- If the event extends beyond the time booked, the additional \$75 hourly fee (\$50 facility plus \$25 Wedding Coordinator) will be deducted from the security deposit.

- 3) 50% deposit of the total wedding event fee

The contract signee will receive the contact information for:

- Redeemer's Wedding Coordinator
- Redeemer's Musician

**Due one month before event:**

- 1) Balance of the total wedding fee is due one month prior to the event. If balance is not paid one month prior to the event, Redeemer has the right to cancel your wedding date.
- 2) The bridal party will meet with the Wedding Coordinator one month prior to arrange for desired ceremony set up and room use.

**Wedding Coordinator:**

Church door code or keys will NOT be issued. Instead, the church provides a Wedding Coordinator available for your rehearsal and throughout your event. The Wedding Coordinator will be there to assist the clergy, the bridal party, and the guests to ensure a successful event.

- a. The Wedding Coordinator is responsible for opening doors and locking the doors.
- b. The Wedding Coordinator will determine time used for rehearsal and wedding day event.
- c. The Wedding Coordinator will note the facility condition prior to and after the event to determine if the deposit will be returned in full.
- d. The Wedding Coordinator is present for 1 hour consultation before the wedding to discuss logistics, 1 hour for the rehearsal and for 4 hours the day of the wedding.

No decorations, streamers, balloons, etc. should be attached to wall/ceiling surfaces without prior approval of the Wedding Coordinator or Building & Grounds Ministry Team, which will provide guidelines. No confetti, glitter, "silly string", rice, fireworks, etc. should be thrown within or surrounding the building and parking lots. Birdseed or biodegradable bubbles are permitted outside the main entrance for wedding celebrations.

