

WEDDING AGREEMENT
for Rental of Unity Church of Christianity
716 North 9th Ave, Pensacola, FL, 32501

I, _____, have reserved Unity Church on _____, 20____ for a wedding rehearsal at _____ o'clock and _____, 20____ for a wedding at _____ o'clock .

The facility is available for one (1) hour for the rehearsal and a total of four (4) hours for the wedding. The number of hours before and after the service is to be determined by the Wedding Facility Coordinator and the Bride. The total time for the rehearsal is not to exceed one (1) hour and the total time for the wedding is not to exceed four (4) hours. If these time limits are exceeded, there will be additional fees of \$25.00 for every 30 minutes the time limits are exceeded. The space reserved for the following fees will include: The Sanctuary, Fellowship Hall, and restrooms downstairs.

FEES:

- A deposit of \$500.00 is required at the signing of this contract and reserving of the Church for the specified date. The deposit is not applied to the facility usage fee. The facility usage fee is separate and must be paid in full.
- Facility usage fee is \$1,200.00 and includes cleaning of the Church prior to the ceremony, services of our Wedding Facility Coordinator and the Church sound technician, our pianist/vocalist, and the minister to perform rehearsal and wedding ceremony. If any of the above services are not required (i.e., you do not need our pianist or minister) adjustments to the \$1,200.00 facility usage fee will be made.

Services Not Needed:
Minister _____ \$100 Discount
Musician _____ \$100 Discount
Total Fee _____

All fees are due thirty (30) business days prior to the ceremony.

RESTRICTIONS/LIMITATIONS:

You are responsible for ensuring that anyone with whom you contract outside services (i.e., florist, decorators, etc.) and the wedding party are aware of and comply with the following restrictions and limitations.

- **Absolutely no alcoholic beverages** will be brought into Unity Church or onto Unity Church premises. If alcohol is brought onto the premises in violation of this restriction, the \$500.00 deposit will not be returned.
- **Smoking is prohibited** inside Church facilities. Smokers may smoke outside using receptacles provided for this purpose. Drinks of any kind are not allowed in the Sanctuary. The only exception to this is bottled water needed for health reasons.
- The grand piano on the Sanctuary platform **IS NOT** to be moved.
- Sound equipment (monitors, microphones, microphone stands, etc.) **ARE NOT** to be moved by anyone, but the Church's sound technician. If there is a requirement for sound equipment to be moved, the sound technician must be contacted in advance and he will ensure equipment is moved as needed prior to the rehearsal.

- The only item on the platform that may be moved is the minister’s pulpit and it may only be moved under the direct supervision of the Wedding Facility Coordinator or authorized Church personnel.
- Any children present for the rehearsal and/or ceremony will be under the direct supervision of an adult. Children shall not jump, stand, or run on pews, play on the stair chair lift, or touch the chair lift’s operating mechanism, nor be allowed to play on the stairs.
- Birdseed or bubbles may be used outside the Church when the married couple exits the building. Candy, confetti, rice, or any other similar objects **SHALL NOT** be used.
- Only silk flower petals are to be used inside the Sanctuary as real petals will stain the carpet. Absolutely no real flower petals are to be used inside the Sanctuary.
- Candles may be used, but must have protectors or holders under them to prevent candle wax dripping and/or damage to surfaces on which they are placed.
- No aisle runners are to be used.

REFUNDS, CANCELLATIONS, AND RESERVED RIGHTS:

The refund of your deposit will depend upon the signing party leaving our Church home clean, secure, in good repair, and ready for our next event. This includes returning the Church to the same state it was in prior to the ceremony. **REFUND CHECKS ARE SENT BY U.S. MAIL WITHIN TEN BUSINESS DAYS FOLLOWING THE EVENT. PLEASE NOTE** – Cancellations with less than 90 days notice forfeit 100% of the deposit as we will have turned away others wishing to reserve the Church. Cancellations made with more than 90 days notice will be subject to a \$50.00 billing fee. A check for the balance of the deposit will be sent ten business days following the notice of the cancellation.

Reserved Rights: Because of the beauty of our Church, we request you keep the decorations to a minimum. All decorating plans shall be discussed with the Wedding Facility Coordinator one month prior to the wedding. Weddings are often emotional and stressful events. In view of this, we insist that our Wedding Facility Coordinator and Church personnel be treated with respect and kindness. **Unity Church reserves the right to deny rental/usage of our building and facilities right up to the time of the wedding ceremony.**

I, the undersigned, agree to honor the requirements described above. I understand I **forfeit my deposit** if I fail to keep this Wedding Agreement.

Rented by (please print)	Signature	Date
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Wedding Facility Coordinator	Signature	Date
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In case of an emergency, please contact the Wedding Facility Coordinator, Kathy Hubbard at (850) 748-3149.

* Note: Fellowship Hall is available for wedding receptions for an additional fee of \$300.00 and for a period of five (5) hours. Alcoholic beverages are not permitted at the reception nor in/or around Church premises, and smoking is not permitted within the building.

(Revised 7/1/09)

INFORMATION SHEET

BRIDE'S NAME _____

PHONE _____

ADDRESS _____

EMAIL _____

GROOM'S NAME _____

PHONE _____

ADDRESS _____

EMAIL _____

DEPOSIT REFUND TO: _____
