

# First Park Congregational Wedding Ceremony Contract – Non-Members

This contract defines the terms and conditions under which Park Church and \_\_\_\_\_ (hereafter referred to as the client(s)) agree to the client's use of Park Church's facilities on \_\_\_\_\_ (date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Park Church and the client. The parties agree as follows:

## General Information

The sanctuary holds 600 people. The chapel holds 80 people.

Rehearsal and ceremony times MUST be scheduled through the church office and are subject to church availability. Park Church reserves the right to reschedule or limit any event not scheduled through the church office. The Senior Minister must approve non-Saturday wedding dates and day-before rehearsals are not guaranteed.

## Rental Fees

Weddings at Park Church begin at **\$2,150**. The \$500 deposit is applied to this total.

Included in the **\$1,750 base building rental**:

5 hours of building access on the wedding day – Includes two dressing rooms for the couple. Please plan accordingly for any preparation and clean up time.

1.5 hours of rehearsal time.

Free parking lot access – Includes the wedding day block, and rehearsal. All cars must vacate the lot at the conclusion of the

rental time. Parking lot holds 120 cars.

Officiant – Includes the wedding day, rehearsal, and one planning meeting.

Ceremony Coordinator – Includes the wedding day, rehearsal, and one planning meeting.

Sound Technician – Includes the wedding day.

Custodian – Includes the wedding day and rehearsal.

A la Carte add-ons:

Aisle Candles	\$50
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Altar Candelabra	\$50
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Client(s) are welcome to provide their own minister and/or wedding coordinator. However, the balance of fees will remain the same. Fees will not be discounted under any circumstances. Client(s) are responsible for payment and coordination of any outside vendors.

*Ceremony music is governed under a separate contract and is negotiated through the Park Church Music Department.*

## Reservations/Deposits/Payments

A tentative available date for your event does not confirm your reservation. **A reservation is considered finalized after Park Church receives a \$500 non-refundable deposit and a signed wedding contract.**

The \$500 deposit is tax-deductible because it is used for the mission outreach ministry of Park Church. You will be issued a letter indicating this gift to the ministry of Park Church. Payment of the deposit is due on day of contract signing.

Any remaining balance of the base building rental is due fifteen (15) days before the wedding. Client(s) may also make payments at any time. Park

Church reserves the right to cancel an unpaid wedding at any time.

Payment of the organist will occur at the music consultation, and is payable directly to the organist by cash, check, or money order.

Payment(s) to Park Church may be made by cash, check or money order.

All checks should be made payable to Park Church and sent to:

*Park Church  
10 East Park Place NE  
Grand Rapids, Michigan 49503*

All changes to original contracts must be made in writing at least fifteen (15) days prior to the scheduled event. Changes after that deadline will not be accepted.

## Cancellation/Refunds

Cancellation requests must be received in writing and confirmed by the office manager.

Cancellations made within fifteen (15) days of the event will be refunded any money applied to their balance.

The \$500 deposit is non-refundable regardless of circumstances.

## Right of Termination

In the event that Park Church (in its sole discretion and at any time) determines that any violation of Park Church's policies or applicable laws, ordinances, or regulations (including unruly conduct or risk to Park Church property) is likely to occur with the use of its premises and/or equipment during the event, Park Church reserves the right to cancel or terminate the function at any time, including but not limited to, the time when your event is in progress.

In such an event, Park Church shall retain all sums that have been paid. Any such determination shall be pursuant to Park Church's designated representative's sole discretion and shall be binding and final. Park Church shall not be liable to the client for any of the charges generated by, or any deposits made to, any vendor or other provider of services for the event.

Because Park Church is a historic property, frequent maintenance is required to keep the building in good working condition. Any and all effort will be made to ensure maintenance does not affect the scheduled day/time. In the event that maintenance is required due to a structural or safety risk, couples will be notified as soon as possible and offered either a new date, pending church availability, or refund of fees. The \$500 deposit is non-refundable, but may be applied to a new date.

## Wedding Service Information

Park Church considers weddings to be sacred, spiritual worship services. Therefore, recorded music is not permitted. Music outside the standard repertoire is at the Organist's discretion.

Ceremonies are performed from a pre-approved liturgy. While Park Church is happy to consider extra requests/readings, these must be approved in advance by the Senior Minister and may not conflict with the fundamental values of Park Church.

## Smoking/Alcohol/Behavior

Park Church is a smoke and alcohol-free facility, including all grounds and the parking lot. It is NOT acceptable for the wedding party or guests to be under the influence of drugs or alcohol during the rehearsal or wedding ceremony. Wedding party and guests should also dress and behave appropriately for a worship service. **Non-compliance will result in the cancellation of your wedding and no refund will be issued.**

## Photography/Videography

Flash photography is prohibited during the ceremony. Flash photography may be used while the wedding party and bride enter and leave the Sanctuary.

You may contract with a videographer to record your wedding. Videotaping must be done from a stationary location on either the ground floor or balcony.

## Decorations/Flowers

Client(s) may NOT store decorations at the church before or after the scheduled date. However, client(s) are welcome to begin decorating during their scheduled rehearsal time.

Ribbon or floral arrangements may be used to mark the pews or aisle candles. Wire, tape, nails, glue, and tacks are strictly prohibited in order to maintain the beauty of our historic Sanctuary's furnishings. If flower petals are desired in or along the aisle, they must be synthetic.

Park Church decor is not removable or coverable. This includes, but is not limited to, artwork, banners, liturgical pendants, seasonal decorations, signage, furniture, etc.

## Ceremonial Departure

Rice, birdseed and balloons are strictly prohibited. Park Church suggests the use of bells or bubbles to send off the couple.

## Handicap Access

Park Church is handicap accessible. Wheelchair accessibility is available via the building's south (main) entrance. All ground floor rooms are accessible. The sanctuary is accessible via elevator. Handicapped accessible restrooms are available on the ground floor.

# Parking

Parking in the lot is included in all rentals. The maximum capacity is 120 cars. Park Church is not liable for the safety and security of any vehicles, bikes, other transportation devices, or their contents, that are parked in the church lot.

All vehicles should exit the lot upon the event's completion. Cars are not permitted to park overnight. Abandoned vehicles will be towed at the owner's expense.

Parking is NOT permitted in any reserved staff spaces along the side of the building. These are clearly marked by signs.

# Damages/Property

Client(s) understand that they are responsible for any damages that may occur to the room, i.e. broken furniture, stained carpets. Additional charges may be billed following the building manager's recommendation.

Park Church is not liable for any lost or stolen property placed in the facility, on the premises (including the parking lot), or any property that is left on the premises after the event is over. Any property located by Park Church representatives after the event will be held in the church office for 10 days. Any unclaimed items will be donated or removed.

# Confidentiality

Rental agreements are to remain confidential between clients and Park Church staff. This includes any and all rates/fee waivers for events. Clients who are found to have broken confidentiality will no longer be eligible to rent from Park Church.

# Agreement

This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement superseded any prior written or oral agreements between the parties.

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties. Amendments will be attached to this agreement.

This agreement shall be governed by the laws of the State of Michigan.

We/I understand the following:

Rehearsal and ceremony times MUST be scheduled with the church office. Park Church reserves the right to adjust times as necessarily should the client(s) fail to schedule through the office.

Client(s) are welcome to bring their own minister, soloist, or wedding coordinator, however the balance of fees will remain the same. Fees will not be discounted under any circumstances.

Any full remaining balance for the rental MUST be paid fifteen (15) days before the wedding. Park Church reserves the right to cancel any unpaid events.

Park Church reserves the right to cancel any event that does not comply with the behavioral rules described in the contract.

\_\_\_\_\_ (CLIENT INITIALS)

We/I, the undersigned, agree to the above contract:

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CLIENT(S)

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PARK CHURCH REPRESENTATIVE

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DATE OF CONTRACT

**Building A la Carte Notes**

Aisle Candles (\$50) \_\_\_\_\_

Altar Candles (\$50) \_\_\_\_\_

Building Balance Remaining as of Contract Date \_\_\_\_\_