**Glory Lutheran Church** Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  Wedding Reservation and Rental Form

**Please return this completed rental form to the Glory Lutheran Church Pastor, accompanied by any applicable fees in order to have a date confirmed on the Church Calendar.**

Bride’s Phone Number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groom’s Phone Number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groom’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Wedding Information:**

Rehearsal Date: \_\_\_\_\_\_\_\_\_\_\_ Rehearsal Time: \_\_\_\_\_\_\_\_\_ No. of Guests: \_\_\_\_\_\_\_\_\_\_

Wedding Date: \_\_\_\_\_\_\_\_\_\_\_\_ Wedding Time: \_\_\_\_\_\_\_\_\_\_\_ No. of Guests: \_\_\_\_\_\_\_\_\_\_\_

Facility Access Time For: Rehearsal \_\_\_\_\_\_\_\_\_\_\_\_\_ Wedding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Departure Time For: Rehearsal \_\_\_\_\_\_\_\_\_\_\_\_\_ Wedding \_\_\_\_\_\_\_\_\_\_\_\_\_

Will Decorating Time Be Required? (If yes, when) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please read the Glory Lutheran Church Facility Rental Policy regarding decorations: Sections 14 –Decorations and 16 – Restrictions at www.glorylutheran.ca**

Do you have a wedding planner? (If yes, please provide name and number.)

Wedding Planner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Planner Phone Number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Facility Spaces Required (Please Initial)**

|  |  |
| --- | --- |
| Sanctuary Sanctuary Plus Narthex | Kitchen |
| 100-150 guests = $200.00 \_\_\_\_\_\_\_ 100-150 guests = $300.00 \_\_\_\_\_\_\_151-200 guests = $250.00 \_\_\_\_\_\_\_ 151-200 guests = $400.00 \_\_\_\_\_\_\_ | $50.00 \_\_\_\_\_\_\_\_ |
| 200-250 guests = $300.00 \_\_\_\_\_\_\_ 200-350 guests = $500.00 \_\_\_\_\_\_\_ |  |
| 250-308 guests = $350.00 \_\_\_\_\_\_\_ |  |

Total Facility Fees: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit at booking time is required to confirm the rental of the facility: $75.00**

**The balance is due a minimum of one day prior to the wedding date:** $\_\_\_\_\_\_\_\_\_\_\_\_\_

Cancellation within one week prior to the wedding - forfeit deposit. Initial: \_\_\_\_\_\_\_\_\_\_

**Please note: All fees related to facility rental are payable to Glory Lutheran Church**.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Honorariums (minimums)**

 Pastor Sound Technician Caretaker Organist/Pianist

 $250.00 \_\_\_\_\_\_\_ $75.00 \_\_\_\_\_\_\_ $40.00 \_\_\_\_\_\_\_ To Be Determined

 Total Honorariums: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The balance is due a minimum of one day prior to the wedding date: $** \_\_\_\_\_\_\_\_\_

**Please Note: All honorariums are payable to the individual providing the service.**

**GENERAL CONDITION FOR THE USE OF GLORY LUTHERAN FACILITY**

(To review the complete policy go to [www.glorylutheran.ca](http://www.glorylutheran.ca))

1. Food and beverage are not allowed in the Church Sanctuary.
2. Alcohol shall not be served, consumed, or used in any manner.
3. No smoking or tobacco use is allowed in or around Glory Lutheran Church.
4. Payment shall be made as outlined in the contract.
5. During the use and occupation of the premises, the lessee shall indemnify and save harmless the Church against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its servants, employees.
6. Rental groups shall use only those areas they have contracted.
7. Rental groups shall not tamper with school equipment, display, material or chalkboards, etc., and shall in general leave instructional areas the same way they found them.
8. All damages shall be reported to the liaison person immediately, and the cost of repairs shall be the responsibility of the rental group.

**Indemnification**

1. I the undersigned and the applicant shall jointly and severally assume full responsibilities for damages or loss during his/her organization’s use of the Facilities. A responsible individual representing the applicant/organization shall be in the Church building 15 minutes before the Event, and shall be responsible for seeing that the Event is confined to the rented Facility.
2. I the undersigned acknowledge that I have the authority to sign this agreement.
3. I the undersigned agree not to transfer this agreement to another rental user.
4. The applicant will hold Glory Lutheran Church harmless from claims arising out of the use of the Facilities for the function being sponsored, on the specified date or dates. The sponsoring group shall provide a certificate of insurance for a minimum of $1,000,000 to indemnify the group and Glory Lutheran Church against any and all suits for injury of loss sustained by attendance at the function. The insurance certificate shall be provided at least 48 hours before the Event or the approved application will be revoked.

I the undersigned acknowledge that I have received a copy of this application and have had the opportunity to review the Glory Lutheran Church Facility Rental Policy on the Glory Lutheran Church website (www.glorylutheran.ca) and agree to all terms and conditions therein, including payment of rental fees and other charges. I the undersigned and the applicant will jointly also be financially responsible for any damage or loss to the Facilities and equipment.

Signed by

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed by Glory Lutheran Church

Facility Events

Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Church Use

Process

1. All wedding requests begin with conversations with the Pastor.
2. The Pastor initiates the communication flow to Glory staff and volunteers.

Communication

\_\_\_\_\_ Pastor

\_\_\_\_\_ Office Coordinator

\_\_\_\_\_ Facility Events Coordinator

\_\_\_\_\_ Sound Technician

\_\_\_\_\_ Organist/Pianist

\_\_\_\_\_ Caretaking

\_\_\_\_\_ Treasurer

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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