

# EVENT CONTRACT

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This agreement sets forth the terms, conditions, and stipulations whereby the following parties have committed to a booking engagement:

## Herein after referred to as Client:

**Groom's Name:** \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

## Wedding Information:

Wedding Date: \_\_\_\_\_ (SATURDAYS ONLY – NO FRIDAY OR SUNDAY WEDDINGS)

Time Slot: Between \_\_\_\_\_am/pm and \_\_\_\_\_am/pm

Rehearsal Date: \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_ (Must be 5:30 PM or later)

**WEDDING FEE: \$400.00 members / \$600.00 non-members (All fees are to be PAID IN FULL with completed contract upon booking)**

The above fee includes the following:

- **Building Rental**
- **CityLight Chapel Cleaning (post-ceremony)**
- **Audio Visual/Technician**
- **Services of a Facilities Manager to include ensuring the building is clean, opening the doors, setting out decorations (table clothes, candelabras, etc.), answering questions about the facility, and being available during the rehearsal and ceremony for questions.**

*\*\*Payments to Officiants or Musicians are not included in this fee and must be arranged separately by the client.*

**SECURITY DEPOSIT: \$200.00 (refundable after inspection – please see the “Security Deposit Checklist” attached below)**

The security deposit covers damage, cleaning that is beyond normal, picking up belongings that have been left behind and rearranging furniture. This is fully refundable after inspected by Facilities Manager and cleaning team.

**OPTIONAL WEDDING COORDINATION**

For an additional \$200.00 fee, a CityLight Church wedding coordinator will provide up to 10 hours of service, including:

- Prepare, organize and conduct the rehearsal
- Coordinate music, etc. with the audio/visual technician
- Help set up, decorate, and assist with ceremony details
- Prepare, organize and conduct the processional/recessional on the wedding day

**PLEASE MARK WHICH APPLIES (All fees are to be PAID IN FULL with completed contract upon booking)**

- Member fee, security deposit: Total=\$600.00**
- Member fee, security deposit, optional wedding coordination: Total=\$800.00**
- Non-member fee, security deposit: Total=\$800.00**
- Non-member fee, security deposit, optional wedding coordination: Total=\$1,000.00**

**Equipment Included and Decorations Policy:** Use of audio visual equipment, piano, and standard decorations is included in the wedding fee. Clients are permitted to decorate the CityLight Chapel one day prior to the wedding date. If piano is being used, please notify facilities manager two weeks in advance. Clients are permitted to decorate the CityLight Chapel one day prior to the wedding date. All decorations are to be removed at the conclusion of the wedding ceremony.

**Other Pertinent Policies:** NO alcohol or smoking permitted on CityLight Church premises. CityLight Chapel does not hold **any** receptions due to limited space – no exceptions.

**Cancellations:**

- If wedding party cancels, CityLight Church will issue a refund for the full amount, minus the \$200.00 security deposit.
- If CityLight Church must cancel for any reason, then CityLight Church will refund 100% of the full amount.

**Please make the check payable to:**

CityLight Church  
Attn: CityLight Church Weddings  
4383 Nicholas St. Suite 120  
Omaha, NE 68131

Full Rental Amount \$ \_\_\_\_\_  
Check # \_\_\_\_\_  
Date Paid \_\_\_\_\_

*\*Please include names/wedding date in memo line*

**By signing this contract the parties agree to the terms and conditions outlined above:**

CityLight Church Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only*

Optional Wedding Coordinator: \_\_\_\_\_

*Paid \$200.00 – YES or NO or N/A / Check # \_\_\_\_\_*

Wedding Booked By: \_\_\_\_\_

*Paid \$50.00 – YES or NO / Check # \_\_\_\_\_*

Facilities Manager: \_\_\_\_\_

*Paid \$150.00 – YES or NO / Check # \_\_\_\_\_*

Music/Tech: \_\_\_\_\_

*Paid \$50.00 – YES or NO / Check # \_\_\_\_\_*

Facilities Clean-Up: \_\_\_\_\_

*Paid \$50.00 – YES or NO / Check # \_\_\_\_\_*

## WEDDING OFFICIANTS

**If you are renting the CityLight Chapel building and have your own pastor to officiate your wedding, please complete the following:**

\_\_\_\_\_

Pastor's Name	Church Name	Phone #
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**If you would like a CityLight Church pastor to officiate your wedding, please read the following:**

Because we believe the act of marriage is a biblical covenant relationship entered into by a man and a woman for life, CityLight Church requests that all couples complete pre-marital counseling before marriage. Pre-marital counseling is available through a bi-annual class offered on Sunday mornings and with mentor couples identified in our church. If premarital counseling is to be obtained outside of CityLight Church, please share more about that with the pastor you are asking to officiate your wedding. A letter of recommendation for marriage is requested from the counselor prior to the wedding date. In obedience to 2 Corinthians 6:14, "Do not be yoked together with unbelievers," CityLight Church strongly believes in the union of Christians with Christians. Additionally, couples who are cohabitating or are sexually active are expected to be obedient to the instruction of Hebrews 13:4, "Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral".

### **CityLight Church Pastoral Officiant Details:**

- CityLight Church pastors are first available to CityLight Church members and regular attendees. Any other parties come second to the aforementioned parties - CityLight Church pastors are not guaranteed for these parties.
- The bride and groom are responsible reimbursing the pastor for mileage at a rate of \$0.56 per mile ([www.irs.gov](http://www.irs.gov)) for a wedding outside of Omaha.
- If your wedding will be held in the evening and is more than 2 hours from Omaha, please make lodging accommodations for the pastor (and his family if needed). A copy of these arrangements should be given to the Weddings Coordinator.
- There is a minimum honorarium of \$200 for a pastor to officiate. Checks should be made payable to the pastor and either given to them directly or mailed to the church office: 1023 N 40th St, Omaha, NE 68131. When sending a check to the office, please include a note describing the nature of the payment.

The following is a list of CityLight Church pastors. Please contact them directly to make appropriate arrangements:

- Joe Julian [Joe@citylightomaha.org](mailto:Joe@citylightomaha.org)
- Gavin Johnson [Gavin@citylightomaha.org](mailto:Gavin@citylightomaha.org)
- Chris Hruska [Chris@citylightomaha.org](mailto:Chris@citylightomaha.org)
- Doug Stevens [Doug@citylightomaha.org](mailto:Doug@citylightomaha.org)
- Andrew Rutten [Andrew@citylightomaha.org](mailto:Andrew@citylightomaha.org)

**WEDDING SECURITY DEPOSIT CHECK LIST**

\_\_\_\_\_ No Signs of Damage

If damage is present, list:

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\_\_\_\_\_ Personal Belongings and Decorations Removed or Returned

\_\_\_\_\_ Furniture Returned to Original Location

\_\_\_\_\_ Trash in receptacles

\_\_\_\_\_ Kitchen: No food left out. Dishes washed, dried and put away

\_\_\_\_\_ No additional cleaning required

Additional cleaning done:

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