

EVENT CONTRACT



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: _____

Herein after referred to as CityLight Church:

Name (and check payable to): CityLight Church

Address: 1023 N. 40th Street, Omaha, NE 68131

Phone: (402) 932-8850

E-mail: weddings@citylightomaha.org

Wedding Information

Wedding Date: _____

Time Slot: Between _____ am/pm and _____ am/pm

Rehearsal Date: _____

Rehearsal Time: _____

Wedding Fee: \$400.00 (members) and \$600.00 (non-members)

Deposit: 50% (submitted with this contract to reserve the date)

Performance & Billing

\$200—Wedding Coordinator Fee

\$50—Audio Visual/Tech Fee

\$50—Cleaning Fee

\$100—Building rental—member price

\$300—Building rental—non-member price

The Wedding Coordinator agrees to be available for up to 10 hours including planning, rehearsal and day of wedding. If the Wedding Coordinator is requested and/or forced to extend the time limit of her performance, a higher fee will be added, which is \$20 per hour, payable before the extended time begins.

Any payments to officiants or Musicians are **not** included in this fee and must be arranged separately by the Client.

Payment Terms:

Client shall pay CityLight Church the amount outlined in exchange for said number of hours of service.

-A deposit in the amount outlined as "Deposit" must be paid to CityLight Church at the time of booking the wedding. *(The deposit is only refunded if CityLight Church cancels, explained below.)

-The remaining balance must be paid, by check, 30 days prior to the event.

Deposits and Confirmation:

- CityLight Church is not confirmed for the event until this signed agreement and the outlined deposit has been received.
- Once the deposit is received by CityLight Church the wedding date will be secured on the calendar.

Cancellations:

There will be no refunds for cancellations by the Client.

*If CityLight Church must cancel for any reason, then CityLight Church shall refund 100% of the deposit.

Equipment Regulations:

Use of audio visual equipment, piano, and provided decorations is included in the rental price. Clients are permitted to decorate the Chapel one day prior to the wedding date. All decorations are to be removed at the conclusion of the wedding ceremony.

In Witness Thereof, the Parties Enter Into This Contract As to The Above Stated Terms.

CL Wedding Coordinator Signature: _____

Date: _____

Client Signature: _____

Date: _____