

# QQUMC FACILITIES-USE AGREEMENT WEDDING

This agreement is between QQUMC and Bride/Groom: \_\_\_\_\_

Today's date \_\_\_\_\_ Wedding date and time \_\_\_\_\_

Number of guests \_\_\_\_\_ Rehearsal date and time \_\_\_\_\_

# Bride's attendants \_\_\_\_\_ # Groom's attendants \_\_\_\_\_

## Lessees' information

Bride's contact info \_\_\_\_\_ Phone(s) \_\_\_\_\_

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

Groom's contact info \_\_\_\_\_ Phone(s) \_\_\_\_\_

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

Third-party contact \_\_\_\_\_ Phone(s) \_\_\_\_\_

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

Facilities reserved	Rate	Total due
<input type="checkbox"/> Church Wedding Liaison (required)	\$200	\$200
<input type="checkbox"/> Custodian (required)	\$150	\$150
<input type="checkbox"/> Pastor (right of first refusal)	\$200	
<input type="checkbox"/> Music Director (right of first refusal)	\$200	
<input type="checkbox"/> Technical Assistant (lights, sound)	\$100	
<input type="checkbox"/> Bridal portraits in church or on grounds (before wedding date, max. 2 hr.)(nonmembers only)	\$50	
<input type="checkbox"/> Sanctuary (nonmembers only)	\$600	
<input type="checkbox"/> Chapel (nonmembers only)	\$300	
<input type="checkbox"/> Parlor (Bride's room) (nonmembers only)	\$100	
<input type="checkbox"/> Fellowship Hall (nonmembers only)	\$400	
<input type="checkbox"/> Courtyard (wedding or reception) (nonmembers only)	\$400	
<input type="checkbox"/> Kitchen (use of appliances) (nonmembers only)	\$100	
<input type="checkbox"/> #Tables _____ #Chairs _____ (included in fee for Fellowship Hall or Courtyard)	n/a	n/a
<input type="checkbox"/> Security deposit (required to reserve church; \$250 refundable up to 3 weeks before the event)	\$350	n/a

Includes 3 hr. for wedding only  
 5 hr. for wedding plus reception  
 2 hr. day before for rehearsal  
 2 hr same day or day before for decoration  
 1 hr. after event for cleanup

Additional hours billed at \$50 per hour.

Balance due 3 weeks before wedding; otherwise, the wedding family forfeits the deposit and the calendar reservation is released.

Total due			
Deposit due: \$350.00	Date deposit received		
Balance due 3 weeks before event	Date due	Date paid	

# QQUMC FACILITIES-USE AGREEMENT WEDDING

**Violations of the following terms of this agreement may result in additional charges being incurred by lessees.**

1. **Payment Policy:** The security deposit of \$350.00 is due at the time of reservation and refunded after inspection, provided facilities and equipment are left in good order and all nonchurch items are removed. Unless other arrangements are agreed upon, the balance of the rental fees are due 3 weeks before the wedding. Make checks payable to QQUMC and mail to Quapaw Quarter UMC, 1601 S Louisiana, Little Rock, AR 72206
2. **Cancellation Policy:** For weddings cancelled up to 3 weeks before the schedule date, \$250.00 of the security deposit is refunded. Cancellation less than 22 days before the event will result in forfeiture of the security deposit.
3. This agreement is for the use only of the areas of the building specified in the contract and only for the stated purpose. Unauthorized use of rooms or equipment will result in an additional charge to the lessees and/or loss of the security deposit. Rooms are to be used only for the time specified in this agreement. Use beyond the specified time will result in additional charges to the lessees and/or loss of the security deposit.
4. Evening activities must conclude by 10:00 pm unless other arrangements are made in advance.
5. Parking is on the street. Please lock your car and do not leave valuables or items that may appear to be valuable in your vehicle. The church is not responsible for theft or vehicle break-ins.
6. This building is used as our sacred space. The lessee may not take down or move any items such as flags, banners, or art objects from the walls, ceilings, windows, pews, or floors without express permission in advance. If permission is granted, **the items in the rooms and/or areas involved must be put back to their original locations.**
7. Lessees are not to leave exterior doors to the building unlocked or propped open and unattended at any time. **The church's wedding liaison will confirm that all doors are locked upon leaving the premises.**
8. Lessees are not to allow the rooms they are renting to be used by any other person or entity.
9. Children and youth must be supervised at all times by an adult representative of the Lessees.
10. This facility is smoke and alcohol free.
11. In signing this agreement, the Lessees agree to indemnify QQUMC against any loss, liability, or claim resulting from use of facility for the wedding described herein. Further, the Lessee agrees to pay, within 10 days after the event, for repair of all damages (beyond normal wear and tear) caused to QQUMC's property by the wedding party and/or guests.

**Agreed to by Lessee**

**(Signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreed to by QQUMC:**

**(Signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_