



608 East William Street, Ann Arbor, MI 48104

Office: (734) 662-1679

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## *Wedding/Rehearsal Rental Agreement*

1. Approval for use of the building for weddings/rehearsals is granted only to the applicant(s) and may not be transferred.
2. The person(s) designated on the wedding application must visit the building prior to ensure that everything is in accordance with their needs of the wedding.
3. If childcare is to be provided on the church premises, it must be provided with the framework outlined in FCC's "Safe Sanctuaries Manual." Among other requirements, all childcare providers must be screened by our office and provider/child ratios must be observed. Contact the wedding coordinator if you intend to provide childcare during your event.
4. One rehearsal is included in the rental fee for weddings. Extra rehearsal times and/or service needs will result in additional charges. Rehearsals are generally no longer than 1 hour in length and must start on time.
5. Wedding fees include the use of the building beginning 2 hours prior to the start of the service and expected not to exceed 2 hours past the service time. Building use outside those specified times on the contract may incur additional charges.
6. No equipment may be moved into the building without the express permission of the Wedding Coordinator. This does not include equipment used by the photographer and/or videographer or the Florist. All other equipment is the sole responsibility of the applicant(s) and must be scheduled with the Wedding Coordinator.
7. The church is not responsible for any damage to or loss of equipment during the time it is moved and/or kept in the building.
8. The church will not provide storage of any equipment.
9. Absolutely no smoking, alcohol or use of illicit drugs is allowed anywhere in the building or on the property of The First Congregational Church of Ann Arbor.
10. Someone designated by the applicant(s) must be responsible for all of the wedding party's personal belongings. The church is not responsible for items left unattended before, during or after the rehearsal or the wedding.
11. All decorations must be discussed with the Wedding Coordinator prior to final decisions being made.
12. An FCC sound/lighting tech will be part of all wedding ceremonies.
13. A non-refundable deposit of \$200 is due at the time of application. The wedding is not officially scheduled until the application, rental agreement, counseling consent and deposit are received.
14. Full payment for the wedding is due at least one week prior to the wedding.
15. Marriage license must be brought in person to the church office at least one week prior to the wedding.
16. Hold Harmless Clause: You, Your Families, Your Wedding Party, and All Wedding Attendees (GROUP) agree to indemnify and hold harmless The First Congregational Church of Ann Arbor (FCC) from all liability or damages GROUP may suffer as a result of claims, demand, clauses, or judgments against it, arising out of any of the actions or inactions of GROUP. FCC agrees to indemnify and hold harmless GROUP from all liability or damages GROUP may suffer as a result of the actions or inactions of FCC, its employees and agents. Each party agrees to give the other notice in writing, within thirty (30) days, or any claim made against it which is covered by this section.
17. Following the wedding, the facilities will be inspected and damages (if any) will be assessed. Notification will be given of damages found within two weeks of the wedding, accompanied by an invoice to cover the necessary charges to correct those damages. Full payment of the invoice to cover damage is required within one month of notice.
18. The First Congregational Church of Ann Arbor is a peanut and tree nut free building. Please do not bring any products or food into the church building that may contain any kind of nuts or nut oils.
19. There is very limited parking available at the church most of which will be reserved for wedding day staff. Please discuss this with the wedding coordinator. You may only have access to 1-2 spaces in the church lot. The Maynard Street parking lot is the closest parking structure to the church. Extra parking options (bagged meters around the church) may be discussed with Republic Parking Systems at (734) 761-7235.
20. Our building was built in 1876. If any unforeseen building repairs interfere with a previously scheduled wedding, we will make every effort to find a suitable replacement venue for your wedding. In the event this cannot be found, all payments received will be refunded.

Spouse's Signature: \_\_\_\_\_ Spouse's Signature: \_\_\_\_\_

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