

WEDDING 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: _____

Wedding Information:

Wedding Date: _____

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

Rehearsal Date: _____

Rehearsal Time: _____

Dates and times are contingent on wedding coordinators and audio technicians being available. We do not let clients into the building without staff being present. Church decorating will need to be done during the rehearsal time.

WEDDING FEE:

Sanctuary: \$500 CLB members / \$700.00 Citylight Midtown, CB or Lincoln member / \$800 non-member

Sanctuary & Basement: \$700.00 CLB members / \$900 Midtown, CB, or Lincoln member / \$1,000.00 non-members

Membership means that the couple has been through the official member process to the church they belong to.

The above fee includes the following:

- **Building Rental**
- **Audio Technician**
- **Wedding Booker and Facilities Manager**

***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 what is listed on the security deposit checklist. This is fully refundable after inspected by Facilities Manager.

Payment:

All fees are to be **PAID IN FULL** with completed contract upon booking.

Please provide 2 separate checks: (1) Fee (2) Security Deposit

If using Citylight Pastoral Staff for the wedding, please have the check ready before the rehearsal

Cancellations:

- If wedding party cancels, CityLight Benson Church will issue a refund for the full amount, minus a \$50.00 fee.
- If CityLight Benson Church must cancel for any reason, then CityLight Benson Church will refund 100% of the full amount.

Equipment Included and Decorations Policy:

Tables, chairs, and select sound equipment is included in the wedding fee. Please indicate which pieces of furniture and equipment you will need. The client can decorate with any materials that do not damage the building (ie: no nails, tacks, staples, etc.)

Tables: Small round _____ rectangle _____ hightop _____

Microphones: Stand (3) _____ Wireless (1) _____

Instruments: Keyboard (1) _____ Guitar plug in (1) _____

Other Pertinent Policies: NO alcohol or smoking permitted on CityLight Benson Church premises.

Please make the checks payable to:

CityLight Benson Church
Attn: CLB Church Weddings
5612 Corby Street
Omaha, NE 68104

Wedding Fee Amount \$_____ Check # _____

Security Deposity \$200 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 Benson Church Representative Signature _____ Date _____

Client Signature: _____ Date: _____

Client Signature: _____ Date: _____

For Office Use Only

Wedding Booker: _____

Facilities Manager: _____

WEDDING OFFICIANTS

If you are renting the CityLight Benson 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 Benson 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 Benson Church Pastoral Officiant Details:

- CityLight Benson Church pastors are first available to CityLight Benson Church members and regular attendees. Any other parties come second to the aforementioned parties - CityLight Benson 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) 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: 5612 Corby Street, Omaha, Nebraska 68104. When sending a check to the office, please include a note describing the nature of the payment.

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

- Tyler Zach Tyler@citylightomaha.org
- JD Senkbile JD@citylightomaha.org
- Alex Marquez Alex@citylightomaha.org

WEDDING SECURITY DEPOSIT CHECK LIST

_____ No Signs of Damage

If damage is present, list:

_____ 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:
