

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 RENTAL FEE:

Sanctuary: \$600 CLB members / \$900.00 Citylight Midtown, CB or Lincoln member / \$1,000 non-member

Sanctuary & Basement: \$800.00 CLB members / \$1,100 Midtown, CB, or Lincoln member / \$1,200.00 non-members.

The above fee includes the following:

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

*****Payments to 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

Checks should be dated the date of the wedding.

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.

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.
- **The fee for CLB pastors is \$300.00. The payment should be made on the day of the rehearsal.**

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

Tyler Zach tyler@citylightbenson.org
Jamison Horton jamison@citylightbenson.org

For Office Use Only

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:

Wedding Booker: _____

Facilities Manager: _____

Sound Technician: _____

Stage Tear-Down: _____