



## WEDDING RENTAL AGREEMENT

### TERMS

- ERC Members are asked to contribute **\$100** to cover extra services provided by the custodian and the sound system operator. Non-members are asked to contribute **\$400**. These contributions DO NOT compensate others for their ministries:
  - We suggest a contribution to the pastor officiating the wedding, fitting with his involvement.
  - We suggest a **\$100** contribution for an organist/pianist, and **\$50** for other musicians.
  - We suggest a **\$50** contribution for the wedding coordinator (Kait Raak), if you ask for her help.
- Only authorized ERC personnel may operate the sanctuary sound system.
- No alcohol or tobacco use will be tolerated anywhere on church property during the rehearsal, ceremony, or the hours leading up to or following these events.
- If the kitchen is used at any time during this event, it should be returned to its previous condition. This includes bagging the trash and placing it in the dumpster outside the north door, washing all dishes and putting them away, cleaning the floor, placing used towels together on the counter, etc. We ask at least one member of an ERC work unit be present if any kitchen appliances are used.
- If a celebratory send-off for the newlyweds is desired, bubbles are highly recommended. No rice or bird seed, please.

### RESERVATION

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Address/PO Box City State Zip Code

**EVENT DATE(S):** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**Would you like the help of our wedding coordinator (Kait Raak)?** **NO / YES (\$50)**

**Will you be using our kitchen for any cooking, or coffee preparation?** **NO / YES**

**SIGNATURE:** \_\_\_\_\_ **AMOUNT ENCLOSED:** \_\_\_\_\_

I agree to the terms printed above.

Please make checks out to  
Emmanuel Reformed Church

*Upon receipt of this form, the ERC Hospitality Team and Custodian will review and confirm your request.*

*We pray God blesses your event in our facility. THANK YOU!*