

High Point Church

Wedding Contract

Thank you for considering High Point Church for your wedding venue. And congratulations! Your wedding is one of the most important days of your life, and we want to help make it special for you and your guests. Before we begin the planning process, there are some things you must know and agree to in order to utilize our facility.

FACILITIES USAGE AND FEES

Due to the availability of staff, High Point will not host weddings between December 17 and January 8 of any year or on Easter weekend, Mother's Day weekend, Memorial Day weekend, Father's Day weekend, Independence Day weekend, Labor Day weekend, or Thanksgiving weekend.

- We do not rent out our facility for wedding rehearsal dinners.
- A security deposit must be paid in full to secure your wedding date on the church calendar.
 - Security deposits are non-refundable unless notice of cancellation is received at least one month prior to the wedding date. Security deposits will also be refunded if the officiant declines to perform the marriage ceremony.
- Renters are responsible for paying all facility fees and providing information regarding the physical and/or AV set-up (e.g. podium(s), CD music, or microphone needs) to the HPC Scheduler **at least one month** prior to the event date.
 - If no information is provided by this deadline, we will assume no setup is needed.
- We encourage you to defer printing wedding invitations until a pastor has met with you and agreed to officiate at your service **and** you receive written documentation from the HPC Scheduler confirming your reservation for the church facility.
- All facility fees and setup needs are due **ONE MONTH** prior to your wedding day.
 - For your wedding, fees and notice of setup needs is due 1 month prior to the wedding date.
 - **If not paid or notified by this deadline, the security deposit will be forfeited.**

FACILITY RULES AND GUIDELINES

- Smoking is not permitted in the building. If you have guests who choose to smoke, we ask that they do so at least 25 feet from any outside entrance.
- Possession of and/or consumption of alcoholic beverages, illegal drugs, or controlled substances are **not** permitted in the building or on the church grounds.
- Fireworks and sparklers are not allowed on the church grounds.
- Latex, peanuts, tree nuts, and other common allergens are not permitted on HPC grounds unless approved by the HPC Scheduler.

- Use of candles (other than the Unity Candle and Tapers) must be pre-approved by the HPC Wedding Coordinator **and** the Scheduler.
- Events must end and have all guests exit the building by 10:30 PM.
- On the wedding day, groups may spend a maximum of six hours on HPC Grounds.
- Events on Sunday may not be scheduled before 4 PM (the facility will need to be cleaned and set up, after our morning services).
- For Saturday events and any evening events, High Point asks Renters to stay to help clean up and reset any rooms for the next day (This keeps your and our costs down, and ensures that any lost-and-found items leave with you).
 - Upon completion of the event, the facilities are to be left clean and neat. Failure to do so may incur additional costs and/or limit future use by the person or group hosting the event.
- **High Point Church does not rent out the facility for wedding rehearsal dinners.**
- Nothing is to be attached to or hung from any walls, ceilings, or pews without prior approval of the HPC Wedding Coordinator.
- Rice & inorganic confetti are not allowed to be thrown at the couple or used in the ceremony. However, birdseed, NATURAL flower petals, and bubbles are permitted outside.
- Events held at HPC, including wedding receptions, may not involve dancing of any kind.
- Any decorations left behind will become the property of High Point Church.
- Use of the facility is restricted to rooms reserved, with the exception of restrooms and corridors.
- No food or drink is permitted in the Sanctuary unless approved in advance by the HPC Wedding Coordinator **and** the Scheduler, with the exception of the elements of a Communion service.
- HPC can provide coffee (regular and/or decaffeinated) for the reception if requested. Coffee may not be taken into the Sanctuary.
- Renter is exclusively responsible for providing adult supervision for children (under the age of 12) at all times during the event.
- The High Point Host or Hostess shall have final authority over all use of the facilities during the event.
- If a High Point kitchen is used during the event, all equipment, dishes, etc used must be washed and put away in proper locations by the Renter. If the Church Host or Hostess must clean up after all members of the Renter party have left, the Renter may be billed an additional charge.
 - Use of disposable cups, table coverings, and utensils are available for an additional charge.
- High Point Church reserves the right to cancel or change a reservation if the Renter does not abide by the terms in this contract.

POSSIBLE ADDITIONAL COSTS

- Pastors, soloists, and instrumentalists have their own fee/voluntary gift.
- There will be additional charges for audio or video recording of the wedding ceremony and/or reception. These fees will be determined by our technology personnel.
- Each broken dishware or flatware is a \$5.00 charge. We will give you notice of this, and deduct costs from your security deposit.
- If a winter storm occurs on the day or weekend of your event, you will have the choice to cancel the event or pay additional snow plowing costs. High Point Church regularly plows their own parking lots, so this warning pertains to significant and unexpected weather events.
- Renters are responsible for professional laundering of all linens used during the event or paying for cleaning services.

DAMAGES LOSSES AND CLAIMS

- Renter is responsible for costs related to any and all damages to the premises and/or contents of the building.
- Any damage is to be reported in writing to the Church office, and include:
 - A description of property and nature of the damage **and**
 - A signature and phone number of person reporting the damage.
- Without waiving any rights and expressly limiting any recovery to the maximum allowable under 893.80 Wis. Stats, Renter further agrees to indemnify and hold harmless the Church from any and all costs, damages or losses, including interest and reasonable attorney fees, sustained by the Church from any and all claims, actions, judgments or any other circumstances resulting from use of the Church facilities, including its contents, by any person or organization authorized or invited by Renter to participate in Renter's event. Notwithstanding, should any claim or controversy arise from a Renter's use of the Church facilities, the parties agree to seek to resolve such claim or controversy between themselves outside the legal system through alternative dispute resolution methods such as negotiation and mediation toward a goal of mutual conciliation. Should they be unable to do so, they agree that any decision or judgment rendered may be entered into any court having jurisdiction.

PRICING NOTES

- Prices are subject to change. Please contact the High Point Church Scheduler for up-to-date pricing. The security deposit will be refunded within two weeks after the wedding, less any extra charges incurred and/or damages sustained.
- **Prices do not include an honorarium for the pastor which is welcomed.**
- Cost of Wedding Coordinator includes 2 – 3 meetings totaling 3 hours or less after your initial tour of High Point Church. Additional meetings spent with the HPC Wedding Coordinator will cost \$25.00/hour.
- Sound, lighting and Power Point operators for events must be an active member of the High Point Church Tech Ministry. Any exceptions must be arranged through the Scheduler.

“I agree to adhere to all of the above guidelines.”