

FACILITIES RENTAL AND WEDDING FEES AGREEMENT

DOOR CREEK CHURCH
6602 DOMINION DRIVE, MADISON, WI 53718
Phone 608-222-8586; Fax 608-222-8003
www.doorcreekchurch.org

REQUEST FOR USE (please print clearly)

NAME OF BRIDE AND GROOM _____

PERSON RESPONSIBLE _____

Telephone Number _____ Email _____

DATE(S) AND TIME(S) NEEDED – No Holiday weekend weddings

(Note: the building closes at 10 pm weekdays; Saturday building availability 8 am - 1 pm)

[] Rehearsal date and time _____ from _____ to _____

[] Wedding date and time _____ from _____ to _____

Arrival time to set-up _____

Ceremony start time _____

Out of the building after clean-up by (*no later than 1pm on Saturday*) _____

Anticipated number attending _____

Note: Since our building is currently under construction we are unable to host any wedding receptions or rehearsal dinners.

AGREEMENT

In consideration for the privilege of using the Door Creek Church facilities described above, USER agrees to the following:

Wedding Fees	Cost
Use of Door Creek Church for wedding ceremony: Fee includes use of Auditorium, Atrium and Dressing rooms <i>(due with wedding application)</i> Members receive a 25% discount. <i>(Note: availability Saturday is 8 am-1 pm)</i>	\$250.00
Door Creek Church Technician <i>(Made payable directly to the technician one week prior to event)</i>	\$300.00 – audio only \$400 – audio/video <i>(unmanned camera with fixed shot position)</i> \$600.00 – audio/video <i>(manned camera)</i>
Prepare Assessment; covers the cost of the on-line assessment and counseling.	\$35.00
Honorarium given to the Officiating Pastor, (Pre-marital Counseling, Rehearsal and Ceremony) Suggested guideline.	\$300.00

Special Charges

1. Additional custodian fee charged for cleanup past 10 pm.
2. For special setups of tables and chairs.
3. Additional Rooms

Checks are to be made payable to “Door Creek Church” with the memo entry stating “Wedding.”

A. Guidelines

1. Restrictions:
 - a. Use of the facility is restricted to the room(s) reserved, with the exception of restrooms and corridors.
 - b. No food or drink is permitted in the auditorium or atrium unless approved in advance by the Director of Facility and Operations (DFO) or his designee.
 - c. Smoking is not permitted in the building.
 - d. Possession of and/or consumption of alcoholic beverages, illegal drugs, controlled substances, or firearms are not permitted on the church grounds.

2. General Policies

- a. Door Creek Church will provide a Custodian for room set-up and tear-down, and to be available at all times during the event. The Custodian shall have final authority over all use of the facilities during the event.
- b. USER is exclusively responsible for providing adult supervision for children at all times.
- c. Nothing is to be attached to or hung from any walls or ceilings without prior approval of the Director of Facility and Operations.
- d. Use of candles (other than unity) must be pre-approved by the Directory of Facility and Operations
- e. 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.

- B. **Damages, Losses and Claims.** For purposes of this section, "USER" includes the applicant. "CHURCH" includes Door Creek Church, its Stewardship Board, employees and members.

USER is responsible for costs related to any all damages to the premises and/or contents. Any damage is to be reported in writing to the Church office, and include (1) a description of property and nature of the damage; (2) signature and phone number of person reporting the damage.

USER 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 USER to participate in USER's wedding.

Notwithstanding, should any claim or controversy arise from USER's use of the Church facilities, the parties agree to seek to resolve such claim or controversy between themselves according to Biblical principles. Should they be unable to do so, they agree to submit the matter for conciliation, mediation and/or arbitration according to the rules of the Institute for Christian Conciliation of Billings, Montana, and further agree that any decision or judgment rendered may be entered into any court having jurisdiction.

Signature_____

Date_____

FOR OFFICE USE ONLY	FORM RECEIVED _____
DOO Approval _____ \$ _____	DATE _____ RECEIVED _____
NOTES	

