

Church of Squaw Valley Wedding and/or Reception Agreement

Reservation Deposit Policies:

Wedding:

50% deposit of church fee due with reservation. Balance is due 90 days prior to wedding. Church fee (check or money order) is payable to: Church of Squaw Valley. (Please see reservation form for address.) Minister's fee is payable to minister.

Reception or Rehearsal Dinner:

A 50% deposit of reception fee is due to reserve. Check or money order is payable to: Church of Squaw Valley. Balance is due 90 days in advance. Additionally, a credit card number is required in case of facility damage. If damage occurs, you will be notified and your credit card will be charged for the amount of the cleaning and/or repair costs. Finally, you must purchase your own event insurance for receptions with alcohol service.

Cancellation Policy:

Written cancellation must be received six months prior to the weddings date in order to receive a 50% refund of any deposits. Within six months, deposits are non-refundable.

Church Policies:

- 1) Church will be open for set-up a maximum of two hours prior to your wedding time.
- 2) Time allotted for rehearsal and wedding is one hour each. Total time for rehearsal and wedding (including set-up) is not to exceed four hours. Additional time is \$100.00/hour.
- 3) Any decorations on church chairs may not be pinned, but may be tied onto the chairs.
- 4) Extra candles must be dripless - in candleholders. No candles allowed on floor or rail.
- 5) Church décor may vary slightly due to church events or season. Church décor is not altered for weddings, including furniture moving. Any changes must have prior approval.
- 6) Any pets or animals to be included in your service must have prior church approval.
- 7) Outdoor weddings do not include chairs or a sound system (strongly suggested). We have 140 white Samsonite wedding chairs that may be rented for \$2 each. This includes set-up and breakdown.
- 8) Receptions are a maximum of four hours. Receptions must begin immediately after on-site weddings, beginning no later than 6pm and ending no later than 10pm to respect our residential neighbors. If the reception goes over, an additional \$100 per hour will be due.
- 9) If alcohol is served at an event at the church, event insurance must be purchased and a copy of the insurance documentation must be provided to the church prior to the event.

This agreement is confirmed by the following authorized signatures (you will be mailed a counter-signed copy with a wedding confirmation letter for your records).

| Name | Wedding Role | Date |
|------------|-----------------------------------|------|
| Lynn Bauer | for the Wedding Coordination Team | Date |

Church of Squaw Valley