



Three Oaks United Methodist Church

2 E. Sycamore Street
Three Oaks, MI 49128
269.756.2053
toumc@att.net

Rev. Sherri Swanson

Three Oaks United Methodist Church Wedding Rental Policy

The Church (Three Oaks United Methodist) is pleased to offer the following:

Rental of the Sanctuary

Includes narthex area and coat room

Includes sound and video system

Includes wedding facility coordinator for oversight and operation of facility equipment Includes custodial service for post-event cleanup

Includes use of parking lot

Includes use of lower level for additional bathrooms and changing area

Capacity of the sanctuary is 200 persons

The following are expressly prohibited in the Church Building:

Smoking

Consumption of alcoholic beverages

Use of rice, bird seed, or confetti

Please note that **no** use of food or beverage, or use of the kitchen and dining area is allowed.

Rental Fee Schedule:

\$250 use of the facility (first 2 hours)

\$50 per hour facility usage (each additional hour)

\$100 facility coordinator (first 2 hours)

\$25 per hour facility coordinator (each additional hour)

\$50 custodial service

\$300 contingency

Conditions of use:

At the time of booking a \$700 deposit is required and will cover the rental fee, staff costs and a contingency fee for extraordinary cleaning, or excess time of use, if required. Any unused contingency fees will be returned after the event.

Receipt of the \$700 deposit is required to secure the event.

If the booking is cancelled notice must be given 15 business days in advance of the event. A full refund will be made if this 15 day notice is given. Notification of less than 15 days will result in forfeiture of all deposited fees with the exception of the contingency fee which will be refunded as stated above as unused contingency fees.

A signed liability waiver and damage insurance form will be required.

All materials and belongings must be removed from the Church at the conclusion of the event, unless prior arrangements have been made. Reasonable cleanliness of the facility is to be maintained by the wedding party. In the event that reasonable cleanliness is not maintained the contingency fee will be utilized to restore the cleanliness of the facility.

The church has two sets of wedding banners. Please speak to the facility coordinator to arrange for use of these. Any furniture moved in the sanctuary or elsewhere in the church must be put back as it was.

This agreement does not include pastoral or musical performance services. Should these services be desired information can be provided regarding costs and availability of such services.

Facility Coordinator: Sabrina Bellaire 269-426-0769

Church Organist/Pianist: Martha Spychalski 269-465-9129

TOUMC Indemnity and Release Form

I, the undersigned, wish to voluntarily participate in the _____(activity).

In consideration for being permitted to participate in the _____(activity), in the city of Three Oaks, the state of Michigan, and country of USA, beginning the day of _____, 20__ , I, the undersigned, fully recognizing the dangers and hazards inherent in the _____(activity), and any related transportation, including personal injury, property damage, or wrongful death, as well as the unknown dangers and hazards which may arise in the course of my participation in the _____(activity) do hereby voluntarily:

Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever discharge, to the broadest extent allowed by law, Three Oaks United Methodist Church, its trustees, officers, employees, agents, insurers, successors, assigns from and against any and all claims, demands, actions, or causes of action on account of any damage to real or personal property or any personal injury or death that may result from my participation in the above _____(activity).

I have read this release, I understand it fully, I understand that it is legally binding, and I understand that, among other things, I am agreeing to indemnify Three Oaks United Methodist Church for injuries, damages or losses I may cause and giving up rights to sue Three Oaks United Methodist Church for injuries, damages or losses I may incur.

Printed Name (Participant)

Signature of Participant

OFFICE USE ONLY

Date contract received: _____

Amount of payment: _____