

CONTRACT FOR USE OF CHURCH FOR WEDDING

Cleanup: Since we do not charge for the use and cleanup of the church, you need to designate a member of your family, a friend, florist, usher or wedding coordinator to be responsible for overseeing the cleanup after the wedding. The person(s) you designate is responsible to see that the church is left in the same condition it was before the wedding, both inside and outside. This includes removing any wedding programs (check the pews), paper, flowers, candles, boxes, any outdoor decorations, etc., immediately after your wedding. Any snack food or garbage left by the wedding party should be removed from the building. A dumpster is available on the parking lot right behind the parish hall.

Please do not leave any wedding items in the building during your reception. We do not guarantee that anything left in the building after your wedding will be available for pickup later. Please be aware that many times we have more than one wedding on the same Saturday, so don't assume that you will have use of space in the church building outside the times allotted for your wedding.

Dressing Rooms: Two rooms in the parish basement are available for dressing: the rooms to the right and left at the bottom of the steps. All boxes, paper, clothes, water or soft drink bottles, etc., must be removed immediately after the wedding because these rooms are used for other purposes during the weekend. Please remember to assign someone to be responsible for cleanup downstairs, including the bathroom. The parish hall and sacristy rooms are not to be used for changing or storing clothes or the serving of food, drinks or snacks. A key should be checked out in advance if you wish to use the dressing rooms downstairs.

No alcoholic beverages are allowed anywhere in the church building or on church grounds on the day of your wedding. This includes dressing areas, before, during and after the wedding. Persons under the influence of alcohol or other mind-altering substances are not allowed to participate in the wedding and may be asked to leave. Please be sure all members of your wedding party understand this. If either the bride or the groom is under the influence of alcohol or other mind-altering substances, the wedding cannot take place, and the service will be cancelled. No alcoholic beverages allowed. _____

Initials

The parish of Holy Name of Jesus will not be responsible for any lost or stolen items, so valuables should not be left in the unlocked rooms, unattended. (The door to the stairwell may be locked during the wedding if needed.)

\$100 REFUNDABLE DEPOSIT: A refundable deposit will be required for all weddings at Holy name Church. The deposit will be refunded only if everything was been cleaned up as specified above, and any keys, if checked out, are returned to parish office. _____ (initials)

THE PARTIES EXECUTE THIS RENTAL CONTRACT on the specified date written.

Lessor: Holy Name Parish of
Henderson, KY

Lessee: _____
Print individual's name

Signature and title of agent

Signature of Individual Lessee

Address

Date of wedding

Phone (Home and Work)