

YARROW ALLIANCE CHURCH

FACILITIES CONTRACT

1. Requested Date of Function: _____ Time: _____

2. Purpose: _____

3. IF WEDDING - GROOM _____ Phone No. _____

BRIDE _____ Phone No. _____

MINISTER Performing Ceremony _____

4. Person responsible for arrangements

Name _____

Address _____

Phone No. _____

5. Approximate number of Guests _____

6. Facilities Desired (check)

Sanctuary

Fireside Room & Kitchen

Kitchen

Fellowship Hall & Kitchen

P.A. in Sanctuary

Other

Dishes & Utensils

Tables & Chairs (number required)

7. Contact personnel:

Secretary to receive monies in advance - Carol Sawatzky 823-6767

Honorariums to be paid to the office at time of reservation of facilities.

Please Note: The church will be officially booked for your function when it has received your payment in full and your signature of agreement (see last page).

8. Additional Notes:

a. Tea towels, tablecloths and dishcloths to be laundered and returned within 48 hours.

b. Contact and plans must be made and communicated well in advance.

c. No unauthorized sound system operators are allowed.

d. No confetti is permitted in church or on outside premises.

e. If additional information is required, phone the church office at 823-6767.

We/I will take full financial responsibility for any damages secured to the church building and/or resources during our function.

Signature _____ Date _____

GUIDELINES FOR CHURCH USE

1. Fee Schedule:

*Family gatherings, Weddings, Anniversaries, etc.

Use of any or all of the following:

Cost:

- | | |
|------------------------------|-----------------|
| 1) Sanctuary | <u>\$350.00</u> |
| 2) Downstairs Area & Kitchen | <u>\$150.00</u> |

1. Honorarium:

- | | |
|----------------------------|---------------------------|
| 1) Soundman | Cost: <u>\$80.00</u> |
| 2) Powerpoint | <u>\$80.00</u> |
| 3) Pastor | (to be determined) |
| 4) Musician/Worship Leader | <u>\$80.00</u> |

*Honorariums to be paid to the office. (c/o Yarrow Alliance Church)

2. Date/Time:

Yarrow Alliance Church, because of the ongoing Sunday morning ministries, conducts regular practices on Thursday evenings in the church Sanctuary. These practices cannot be rescheduled and therefore the Sanctuary is unavailable on Thursday evenings.

Saturday events must be cleaned up by 8:00 p.m. to allow the custodian enough time enough to do final cleanup before Sunday AM services.

3. Decorating/Stage Management:

The church may be decorated for such occasions, provided that the decorating is approved by the church office and all materials be removed after the event. Tape, tacks, or other things that damage walls, pews or finished surfaces are not to be used. All candles must be the dripless variety and have proper drip shields underneath.

Included in the rental charges, is having Yarrow Alliance Church staff completely remove and re-set stage for your event. You will need to communicate with the church office (no later than two weeks prior to the event) of your stage/sound requirements. This information will be given to the person responsible for setting up the stage.

4. **Conduct:**

- A. There shall be no alcoholic drinks served at meals or consumed on the premises.
- B. There shall be no smoking in any part of the church building.
- C. There shall no throwing of rice, confetti or the like, either inside the church or on the premises.
- D. It is expected that those using the church facilities should conduct themselves in a manner that will be becoming for a church.

5. **Caretaking:**

- A. Those reserving the church shall be responsibility for setting up tables and chairs.
- B. The facilities shall be left in a clean condition.
- C. It shall be the duty of those using the facilities to stack the chairs and tables.
- D. They shall contact the church office to make the needed arrangements.