



# Wedding & Holy Union Agreement Form

## SPOUSE #1 INFORMATION (Primary Contact)

Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	Day Phone:
City, State, Zip:	Night Phone:
Email:	

## SPOUSE #2 INFORMATION

Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	Day Phone:
City, State, Zip:	Night Phone:
Email:	

## CEREMONY INFORMATION

Minister:	Date:
Rehearsal? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Date: _____ Time: _____	Time: _____
<b>Ceremony* Location:</b> (NM = Non-member; M = Member) <input type="checkbox"/> Sanctuary (NM = \$800 + \$400 damage deposit; M = \$550 + \$200 damage deposit) <input type="checkbox"/> Chapel (NM = \$500 + \$250 damage deposit; M = \$400 + \$200 damage deposit) <input type="checkbox"/> Meditation Garden (NM = \$500 + \$250 damage deposit; M = \$400 + \$200 damage deposit) <input type="checkbox"/> Off-site (NM = \$450, \$200 deposit; M = \$350, \$175 deposit) If off-site, please indicate location: _____ (If more than 20 miles, additional donation)	
<b>Reception Location:</b> <input type="checkbox"/> Activities Center – 4 hours (NM = \$800 + \$400 damage deposit; M = \$550 + \$250 damage deposit)	
<b>Payment:</b> No personal checks accepted. Must be cash, money order or credit/debit card which is processed on day of signing.	
<b>Extra hours:</b> Additional time required will be charged at the rate of \$100 NM, \$75 M, per hour, rounded up to the next whole hour.	
<b>Refundable Damage Deposit:</b> Refund will be sent approximately 30 days after event.	

\*rates include 1 hr with minister to plan ceremony, 1 hr for rehearsal (which usually takes 20 minutes), and 2 hrs for the ceremony.

## FOR OFFICE USE ONLY

<input type="checkbox"/> Member <input type="checkbox"/> Non-Member (membership for at-least one year)	
<input type="checkbox"/> Date available on calendar (with no conflicting events / setup)	
<input type="checkbox"/> Complete a prayer request for couple and wedding	
<input type="checkbox"/> Contact couple and confirm details	\$ _____ Total donation
	+ \$ _____ Extra Hours Fee (see above for rates)
	+ \$ _____ Damage Deposit (due on signing)
	= \$ _____ <b>Balance</b>
If confirmed yes:	
<input type="checkbox"/> Agreement sent	
<input type="checkbox"/> Deposit received on _____	
<input type="checkbox"/> Remaining payment of \$ _____ received on _____	- \$ _____ Refundable Damage Deposit
	= \$ _____ <b>Balance Due (90 days before event)</b>
Deposit Refund: Sent: _____ Amount: \$ _____ Ck #: _____	



# Wedding & Holy Union Agreement Form

### Terms

Please read this agreement carefully before signing. This is to be returned with your deposit. The requested date is not definite until your agreement and deposit are received. Once received, the church will send you a signed copy of the agreement for your records.

### Sanctuary Use

The furnishings of the sanctuary, hymnals and pew rack supplies are not to be set aside or removed for the ceremony. All candles are to be supplied by the ceremony party (or florist) and must be drip-less.

Pew decorations may be attached with string or ribbon only. No tapes or adhesives please. Rice, bird seed or flower petals can not be dropped.

### Activities Center Use

Tables and chairs are supplied. Linen table cloths are available for rent at a cost of \$15.00 each and must be paid for in advance. The tables can be set for 8 people comfortably. Trash must be properly disposed of in containers supplied and all food, beverage and decorations must be removed from the church before leaving. **Fire safety codes prohibit blocking of any exits doors. Nothing is to be placed in front of or near exit doors which are clearly marked. Table setup must have enough aisle space for attendees to leave the building safely during an emergency.**

### Cancellations

Reservations cancelled in writing 90 days before the ceremony receive a refund of the deposit, less a \$25 handling fee. If reservation is canceled less than 90 days, the deposit is not refundable. Send written cancellation notice to: Unity of Louisville Church, 757 S. Brook St, Louisville, KY 40203.

### Alcoholic Beverages & Smoking Policy

Unity of Louisville is a non-smoking facility. Smoking is allowed outside of the building. No alcoholic beverages of any kind are allowed in or on the property of Unity of Louisville.

### Security

Unity of Louisville is not responsible for providing security for your event. It is the signer's responsibility to call and arrange any security needed. Unity of Louisville is not responsible for any items that are lost, stolen or damaged

### Control & Responsibility

The signer shall be responsible for maintaining proper order at all times, and for preventing vandalism or damage to any and all facilities and/or furnishings, grounds, etc. They shall at all times ensure that everyone at the scheduled function or event abides by applicable federal, state and local laws, regulations and ordinances.

### Indemnity

The signer shall save, protect, indemnify, defend and hold harmless the community of Unity of Louisville, its employees, staff, members and the Association of Unity Churches from and against all losses, claims, liabilities and other expenses including reasonable attorney's fees and expenses of settlement, mediation, arbitration, litigation or administrative action resulting from any injury to or death of any person, or any loss or damage to any property (real or personal) caused by or resulting from any act, negligence or omission of the signer, the signer's agents, guest, invitees, licensees or visitors in or about the community of Unity of Louisville.

\_\_\_\_\_  
Unity of Louisville Representative

\_\_\_\_\_  
Signature

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_