

**FACILITIES RENTAL AND WEDDING FEES AGREEMENT FORM**

**DOOR CREEK CHURCH  
6602 DOMINION DRIVE  
MADISON, WI 53718**

**Phone: 608-222-8586; Fax: 608-222-8003**

[www.doorcreekchurch.org](http://www.doorcreekchurch.org)

**REQUEST FOR USE (please print clearly)**

**NAME OF BRIDE AND GROOM** \_\_\_\_\_

**PERSON RESPONSIBLE** \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email \_\_\_\_\_

**DATE(S) AND TIME(S) NEEDED – No Holiday weekend weddings**

(Note: the building closes at 10 pm weekdays; Saturday availability 8 am - 1 pm)

rehearsal date and time \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Rehearsal start time \_\_\_\_\_

wedding date and time \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Arrival time to set-up \_\_\_\_\_

Ceremony start time \_\_\_\_\_

Out of the building after clean-up by \_\_\_\_\_

reception date and time \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Arrival time to set-up \_\_\_\_\_

Reception start time \_\_\_\_\_

Out of the building after clean-up by \_\_\_\_\_

**Anticipated number attending** \_\_\_\_\_

**AGREEMENT**

In consideration for the privilege of using the Door Creek Church facilities described above, USER agrees to the following:

| <b>Wedding Fees</b>   | <b>Cost</b>     |
|---|-----------------|
| Use of Door Creek Church for wedding ceremony: Fee includes use of Auditorium, Atrium and Dressing rooms. (Due at signing) Members receive a 25% discount. (Note availability on Saturday is 8 am-1 pm) | <b>\$250.00</b> |
| Door Creek Church Wedding Coordinator (due 1 week prior to event)   | <b>\$125.00</b> |
| Door Creek Church Sound Technician (due 1 week prior to event)  | <b>\$150.00</b> |
| Use of Activity Center for Wedding Reception (Fridays only) Members receive a 25% discount.   | <b>\$100.00</b> |
| Refundable Kitchen and Facilities Security Deposit, will be returned if kitchen and facilities are left clean and as it was found.  | <b>\$75.00</b>  |
| Honorarium given to the Officiating Pastor (Pre-marital counseling, rehearsal and ceremony) suggested guideline.  | <b>\$300.00</b> |

**Special Charges**

1. Additional custodian fee charged for cleanup past 10 pm (\$20/hour)
2. For special setups of tables and chairs
3. Additional Rooms

Checks are to be made payable to “Door Creek Church” with the memo entry stating “Wedding.”

**A. Guidelines**

1. Restrictions:
  - a. Use of the facility is restricted to the room(s) reserved, with the exception of restrooms and corridors.
  - b. No food or drink is permitted in the Auditorium or Atrium unless approved in advance by the Director of Operations (DO) or his designee.
  - c. Smoking is not permitted in the building.
  - d. Possession of and/or consumption of alcoholic beverages, illegal drugs or controlled substances are not permitted on the church grounds.
2. General Policies
  - a. Door Creek Church will provide a custodian for room set-up and tear-down, and to be available at all times during the event. The custodian shall have final authority over all use of the facilities during the event.
  - b. USER is exclusively responsible for providing adult supervision for children at all times.
  - c. Nothing is to be attached to or hung from any walls or ceilings without prior approval of the Director of Facility and Operations.
  - d. Use of candles (other than unity) must be pre-approved by the Director of Operations
  - e. Upon completion of the event, the facilities are to be left clean and neat. Failure to do so may incur additional costs and/or limit future use by the person or group hosting the event.

B. **Damages, Losses and Claims.** For purposes of this section, "USER" includes the applicant. "CHURCH" includes Door Creek Church, its Stewardship Board, employees and members.

USER is responsible for costs related to any/all damages to the premises and/or contents. Any damage is to be reported in writing to the church office, and include (1) a description of property and nature of the damage; (2) signature and phone number of person reporting the damage.

USER further agrees to indemnify and hold harmless the CHURCH from any and all costs, damages or losses, including interest and reasonable attorney fees, sustained by the CHURCH from any and all claims, actions, judgements or any other circumstances resulting from use of the CHURCH facilities, including its contents, by any person or organization authorized or invited by USER to participate in USER's wedding.

Notwithstanding, should any claim or controversy arise from USER's use of the CHURCH facilities, the parties agree to seek to resolve such claim or controversy between themselves according to Biblical principles. Should they be unable to do so, they agree to submit the matter for conciliation, mediation and/or arbitration according to the rules of the Institute for Christian Conciliation of Billings, Montana, and further agree that any decision or judgment rendered may be entered into any court having jurisdiction.

Signature \_\_\_\_\_ Date \_\_\_\_\_