

# WAUKESHA BIBLE CHURCH

## Wedding Rental Agreement

This form **must be** filled out for all weddings held at WBC. The responsible party must be a WBC member/regular attendee. Please complete this form in its entirety and submit to the church office at least four weeks before the event. The request will be reviewed by the staff and added to the church calendar, if and when approved. If there is a scheduling conflict or the event is denied, you will be notified as soon as possible.

### Section I

This agreement by and between **Waukesha Bible Church at 553 W24079 Glendale Road Waukesha, WI 53189** ("WBC"), and

\_\_\_\_\_ ("Wedding-Party"), will take effect for a wedding on \_\_\_\_\_  
(*Wedding Representative's Name – Print*) (date of wedding)

from \_\_\_\_\_ to \_\_\_\_\_ for the wedding of \_\_\_\_\_ and \_\_\_\_\_.  
(*Time Period*) (Groom's Name) (Bride's Name)

A time for a rehearsal will be worked out separately, for which there are no additional charges.

If the rehearsal dinner is held at WBC, there will be an additional charge for the rooms requested.

WBC has agreed to allow the Wedding-Party to use the facilities provided the following terms and conditions are met.

### Section II

**It is Therefore Agreed By and Between WBC and the Wedding-Party:**

1. WBC agrees to let Wedding-Party use the premises described above for the purpose and day/time indicated.
2. Pastor Giles Litzner of Waukesha Bible Church is the contact person to coordinate the details of usage.
3. Wedding-Party agrees to pay WBC for the use of the premises. (See "Office Use Only" section for pricing)
4. Wedding-Party agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
5. Wedding-Party agrees that it will not use the premises for any purposes that is contrary to the mission, purpose, or belief of WBC, which is a biblically based religious organization.
6. Wedding-Party agrees to hold harmless, indemnify, and defend WBC (including WBC's elders, deacons, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, during the wedding rental, regardless of whether such injury or damage results from negligence of WBC (including WBC's elders, deacons, employees, and representatives) or otherwise.
7. Wedding-Party agrees to be responsible for returning to the pre-use condition all areas of the premises that the Wedding-Party will use, including entrances and exits. Wedding-Party will complete the clean-up checklist provided by WBC. Custodial Refund will be determined on how accurately the clean-up checklist is followed (cleaning supplies will be provided). Wedding-Party will be responsible for the cost to repair any damages to WBC property.
8. Wedding-Party agrees not to arbitrarily use other facilities or equipment not specifically requested and authorized by this agreement.
9. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
10. In the event that WBC must cancel this agreement, Wedding-Party will be entitled to any deposit paid. However, in no event will WBC be liable to Wedding-Party for any lost profits or incidental, indirect, special, or consequential damages arising out of Wedding-Party's inability to use the above-described premises, even if WBC has been advised of the possibility of such damages.
11. Wedding-Party agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

### Section III *I hereby agree to the Facility Rental Agreement*

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Wedding Representative:**

**WBC:**

\_\_\_\_\_  
(Print Name)

Giles Litzner, Executive Pastor

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

### Section IV

**Rooms Requested:**

- \_\_\_\_ Auditorium
- \_\_\_\_ Connector Room (Capacity = 16 tables x 8 chairs)
- \_\_\_\_ Fellowship Hall (Capacity = 16 tables x 8 chairs)
- \_\_\_\_ Foyer (if food is being served; Capacity=50).
- \_\_\_\_ Gymnasium
- \_\_\_\_ Kitchen
- \_\_\_\_ Lower Level Classroom(s)
- \_\_\_\_ Sports Field/Pavilion
- \_\_\_\_ Other \_\_\_\_\_

**Room Setup:**

- \_\_\_\_ 8 foot tables (30 available)
- \_\_\_\_ 6 foot tables (4 available)
- \_\_\_\_ Round tables (16 available)
- \_\_\_\_ Chairs

Availability dependent on other WBC events for the date(s) requested.

Please sketch table/chair layout for each room on a separate sheet of paper and attach to this form.

Two changing rooms are provided free of charge.  
The foyer is free if no food is involved.

### Office Use Only: *Do not write below this line*

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

Date placed on the calendar: \_\_\_\_/\_\_\_\_/\_\_\_\_ Copy given to Facilities Manager on: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FACILITIES FEES:**

- \_\_\_\_ Auditorium \$300/day
- \_\_\_\_ Connector Room \$150/day
- \_\_\_\_ Fellowship Hall \$150/day
- \_\_\_\_ Foyer Receptions (max 50) \$150/day
- \_\_\_\_ Gymnasium/Field/Pavilion \$150/day
- \_\_\_\_ Kitchen \$150/day
- \_\_\_\_ Lower Level Classroom(s) \$50/day
- \_\_\_\_ P.A. System (lower level) \$75 *(subject to change if greater than 2 hours)*

\_\_\_\_ **TOTAL FACILITY FEES**

\_\_\_\_ **TOTAL NON-REFUNDABLE FEES**

**ADDITIONAL NON-REFUNDABLE FEES:**

*(Noted fees to serve as reasonable guideline subject to approval from the Executive Pastor.)*

- \_\_\_\_ WBC Wedding Facilities Coordinator (Required)  
\$150 – Ceremony and Reception  
\$100 – Ceremony only
- \_\_\_\_ Audio Technician (\$100)
- \_\_\_\_ 14 Candelabra Candles (\$15)

*(The officiating Pastor is usually given a monetary gift. Please handle this separately. You are also responsible for hiring and paying musicians directly. We can refer you to musicians upon request.)*

**TOTAL DUE**

**MAX CUSTODIAL REFUND**

*(TBD based upon event and clean-up checklist completed)*

**Date Paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Refunded:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Amount Refunded:** \_\_\_\_\_