



Wedding Services Agreement

Agreement made this _____, day of _____, _____

Between

The United Church of Canada, as represented by:
St. Andrew's United Church, PO Box 224, 2585 County Road 29, Pakenham ON K0A 2X0
(Hereinafter called the "Church")

And

(Hereinafter called the "Couple")

For wedding services as follows:

Wedding rehearsal on _____

Between the hours of _____

Wedding service on _____

Between the hours of _____

Wedding reception on _____

Between the hours of _____

The parties agree as follows:

1. General

St. Andrew's wants couples to be well-prepared for their big day and well-prepared for their marriage. To ensure this every couple will be required to meet with the minister at least twice. The main focus of these discussions will be to construct the wedding service and to provide an opportunity for the couple to receive information on Marriage Preparation. The minister will be open to further meetings.

- a) Any Couple with outstanding charges from previous events will not be able to use or rent the facilities until such charges are paid in full
- b) The full amount is due 48 hours before the rental date.
- c) To cancel the contract, a minimum of 48 hours' advance notice is requested.
- d) The Couple understands that a reservation does not guarantee availability of the Church. Occurrences beyond the control of the Church, such as fire, flood, etc., may render the Church unavailable. If the Church is unavailable on the reserved rental day for any reason, the Church will return any fees paid by the Couple, and this will be the entire liability of the Church. Except for return of the rental fee, the Couple agrees to hold harmless and fully indemnify the Church from and against any and all damages, claims, demands, judgments, expenses (including but not limited to reasonable attorney's fees) and injuries arising from or in any way related to the Couple's reservation and/or use of the Church.
- e) The Couple agrees to comply with the terms outlined in Addendum A: Wedding Check List.

2. Wedding Fee Schedule

All fees will be discussed when the couple meets with the Minister.

Basic Wedding Fee.....\$550.00

The Basic Wedding Fee includes any or all of the following:

- ~ preparation discussions and planning meetings with St. Andrew's Minister
- ~ use of the sanctuary or the Minister's time and travel costs to a wedding site within 25 km
- ~ the Minister's preparation time, presence at the rehearsal and at the service
- ~ custodial costs; and
- ~ administration costs including preparation of the license and register.

Director of Music \$250.00¹

Fees for use of the Audio-Visual Equipment..... Up to a maximum of \$100

- ~ Sanctuary and Stewart Hall - flat rate is \$50.
- ~ Dining Hall - flat rate is also \$50.
- ~ Use of all locations is \$100.

Audio-Visual Manager \$100²

Possible Additional Fees

Mileage costs after the first 100 km from Pakenham 50 cents / km

Preparation & production of a black & white bulletin \$50.00

Catering For menu offerings visit us at: <https://www.standrewsunitedpakenham.org/catering.html>

We do not have staff to set up in the Dining Hall if you choose the church for your reception. You will be given access to the reception area ahead of your wedding to do set up.

Fees are reviewed from time to time and subject to change.

3. Terms of Usage

The following terms apply to the Couple and all persons attending the function.

- a) The Couple acknowledges that they are renting a church and that the Church operates the facilities primarily for use by members of the Church and for others who agree to abide by the terms of this agreement and act in accordance with the lifestyle guidelines consistent with the Church's religious beliefs.
- b) Use of the facility must not interfere with Church activity.
- c) The name of the Church shall not be used as an endorsement.
- d) Rental to any group does not mean that the Church endorses the beliefs and practices of the rental group.
- e) There is no obligation on the part of the Church to provide medical personnel or medical supplies. If any person attending a rental function has an accident, medical emergency or requires medical attention of any kind, the Couple will bear full responsibility for such event and its cause and consequences.
- f) The Church is not responsible for any damage to, or loss of property, of the Couple or attendees.
- g) All members of the rental party must stay in the areas designated for the event.
- h) Children must be supervised at all times.
- i) The kitchen facilities can only be used under the supervision of a Church appointed Facilities Manager.

¹ Price includes Prelude, Processional, Music at Register Signing, and Recessional. Cost of additional music to be discussed with the Director of Music.

² Our staff must run the A-V equipment. The A-V Manager is paid \$25/hour with a call out minimum of 4 hours.

- j) Any relocation of equipment or furniture must be done in consultation with Church personnel.
- k) Music for parties, receptions and other social events will be permitted, provided such music is maintained at a reasonable level and does not disturb the peace.
- l) Smoking and the consumption of non-prescription drugs is prohibited on the Church property.
- m) The Couple is allowed to bring alcohol into the building as long as the Couple:
 - ~ provides proof of short-term event insurance including host liquor liability that adds St. Andrew's United Church as an additional insured;
 - ~ guarantees that the alcohol is not sold to anyone on the premises or at the function;
 - ~ ensures that alcohol is only available and consumed in the Dining Hall and kitchen on the lower level; and
 - ~ removes all empties from the premises at the end of the event.

If you need assistance with this our insurance agent Justin Philips can assist you. You can contact Justin at 613-7287 Ext. 4105.
- n) If the Couple breaches the terms of this agreement, the event may be cancelled without notice, even if in progress, without refund of fees.

4. Insurance and Liability

The church's insurance covers church hosted events only. Because we want our guests to be protected in case of accidents or mishaps, we require Couples to have their own liability insurance, especially if they are serving alcohol, (also see item "n" above). The options are:

- adding a rider to your homeowner policy;
- using your business or organization insurance; or
- purchasing special event insurance such as PAL (Party & Alcohol Liability Insurance).

If you need assistance with this our insurance agent Justin Philips can help. You can contact Justin at 613-7287 Ext. 4105.

Sign here indicating your agreement to terms of Section 4 _____

The Church by its authorized signatory:

Authorized Signatory

_____/_____/_____
 Day Month Year

Couple by its authorized signatory:

Authorized Signatory

_____/_____/_____
 Day Month Year

Rental Agreement: Addendum A

Couple's Check List

Couple will:

- ▶ be responsible for having a primary contact present in the facility during the rental period
This contact shall be responsible for monitoring occupancy and all activity of guests during the event;
- ▶ have their own liability insurance as they have been made aware that they could be personally liable in the case of any accidents or mishaps (also see items "n" and section 4 of the agreement);
- ▶ be responsible for decorating the rental space, subject to approval by the Facilities Manager
No scotch tape, nails or tacks of any kind may be used on walls. We recommend using either blue painters tape or StickyTac™ for hanging decorations. Loose confetti and glitter may not be used as decoration.
- ▶ ensure that the facility is in the same condition as it was when it was rented;
- ▶ report, and pay for, any equipment or property damage incurred by Couples during event;
- ▶ not bring any pets or animals onto the premises except for Service Animals;
- ▶ enter and vacate the facility within thirty (30) minutes of the start and end of the rental period, ensuring that all participants have departed from the facility;
- ▶ adhere to an attendance capacity of:
 - ▶ no more than 100 people for a sit-down meal; and
 - ▶ no more than 125 people for a reception or party.
- ▶ not touch any temperature or other equipment settings in the facility;
- ▶ ensure that any and all equipment, decorations, or any item(s) not belonging to St. Andrew's are removed at the end of the event; and
- ▶ ensure that all empties from alcohol are removed from the premises immediately after the event.

Rental Agreement: Addendum B

Pandemic Safety Plan for Weddings

**The safety of our church family and community is our number one priority.
You must adhere to the following protocols while attending the church.**

General

- ~ Please ensure attendees at your function over 12 years of age are fully vaccinated against COVID-19.
- ~ Please leave the building as soon as your wedding has concluded.

Hand Washing

- ~ A hand sanitizing stations are set up at entrances.
- ~ Please sanitize your hands when entering and leaving the building.

Face Coverings/Masks

- ~ Face coverings are mandatory unless wearing one creates health concerns.
- ~ You can remove your mask when you are eating.
- ~ Face coverings should not be worn by:
 - ~ People under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver.
 - ~ Individuals with medical conditions that make them unable to safely wear a mask, including breathing or cognitive difficulties.
 - ~ Anyone who is unable to remove the mask without help.
- ~ Staff and volunteers will use a face mask when working with others.

Social Distancing

- ~ You are required to maintain a distance of at least two metres/six feet from others who are not in your household.
- ~ Family groups must ensure a two metres/six-foot separation from other family groups.

Screening

- ~ The Ontario government requires that you gather contact information to support case and contact management. This information can be left in the kitchen at the church at the end of your event.
- ~ Signs will be posted at the entrance so your guests can self-screen. They will be asked not to enter the premises if they exhibit any symptoms of COVID.

A self-screening tool is available from the Government of Ontario at: <https://covid-19.ontario.ca/self-assessment/> If your guests choose this option the assessment can be sent by email to the office administrator at: st.andrews.secretary@hotmail.com