TRINITY COMMUNITY CHURCH WEDDING RENTAL

1190 West Winchester Rd, Libertyville, IL 60048

Please complete this form and submit it to the church office via mail or bring it to the church office during regular business hours (Tuesday through Friday, 9:00 A.M. – 4:00 P.M.). This contract must be submitted within two weeks of receipt.

FEES:

The wedding rental fee of $500 ($300 for TCC members) includes the following:

- Sanctuary
- Sound Technician
- Wedding Coordinator
- Lighting person
- Custodian

The fees listed in this contract do not include honorarium for the officiating pastor or the musicians. These are to be cared for individually by the couple.

DEPOSIT:

A $100 non-refundable deposit is required to hold the wedding date on the church calendar. The remainder of the rental fee is due six weeks prior to the wedding.
In the event that the wedding is cancelled, all rental fees paid in excess of the deposit shall be refunded. If the church cancels the wedding due to an unforeseen occurrence beyond its control, the church will refund all fees, but can not be held responsible for any damages caused by the cancellation.

LIABILITY WAIVER:

As borrowers of Trinity Community Church, I (we) agree to protect, indemnify, and hold harmless the Trinity Community Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about the premises causing injury to any person or property. We agree to protect, indemnify, and hold harmless the Trinity Community Church from any and all claims, costs, or expenses arising from any failure of borrower in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Church Wedding Policy, and required by law or ordinance, during the period of occupation.

By signing this contract, we agree to the terms and conditions listed in this contract, as well as the church's Wedding Policy. A non-refundable deposit of $100 is enclosed, check number _____. The balance will be paid by _____. (Please make all checks payable to the Trinity Community Church and write "Wedding Rental Deposit" on the memo area.)

BRIDES'S SIGNATURE_____

GROOM'S SIGNATURE_____

TODAY'S DATE: _____/_____/_____

REHEARSAL: Date: _____ /____/_____ WEDDING: Date: _____/____/_____

Time: _____ Time:_____