Fellowship of Oso Creek - Facility Use Agreement Wedding and Reception (NON-MEMBER)



Fellowship of Oso Creek is happy to share our wonderful facilities with those who are members of Fellowship of Oso Creek. We only ask that you follow the policies as stated below.

All weddings shall be scheduled through the Church office. You will be assigned a Staff Coordinator for your event. Weddings are not scheduled on Sundays or holiday weekends, and only one wedding will be planned for a given day. Events must be completed no later than 4:00 p.m. on a Saturday to allow time for cleaning. A non-refundable deposit of \$200 is required to reserve a date and the facility, which will be applied towards the total charges. Your non-refundable deposit secures your date and facility use. Should it be necessary to change the wedding date the reservation fee may be applied to the new date. The balance of the remaining charges must be paid 30 days before the wedding date.

The Staff Coordinator will be present at the rehearsal, wedding and reception to assist the minister and the bridal party. The Staff Coordinator will accept the delivery of flowers, wedding gowns, etc. She will schedule janitorial help as needed. She will schedule the sound/media staff, as well as, be responsible for opening the building for the bridal party.

Pre-recorded music or live music may be used in our facility and both require a sound technician to be present. The Staff Coordinator will arrange for a sound technician to be present for your rehearsal and wedding. Only the Fellowship of Oso Creek sound technician is allowed in the sound booth. The Staff Coordinator can also make arrangements for a multi-media technician to be available for your wedding if you need to use the multi-media booth. Only the Fellowship of Oso Creek multi-media technician is allowed in the multi-media booth.

Photographers must consult with the Staff Coordinator prior to the ceremony concerning flash photography.

Only candles properly enclosed are allowed. The florist or bridal party is responsible for removing decorations from the facility immediately following the wedding and reception. All rental equipments, such as decorations, linens, tables, chairs, etc., must be picked up immediately following the wedding.

All members of the wedding party will observe the policy which prohibits smoking and the use of alcoholic beverages in the church building.

Receptions can be held in our facility. Drinks must have lids and food must be served on plates. All arrangements for the reception will be governed by this contract between Fellowship of Oso Creek and the bride. All reception equipment, tables, catering items, leftover food etc. must be picked up immediately following the reception.

The user is responsible for any damage done while using the facilities. This includes damage done to the inside or outside of the building.

By signing this contract you fully agree to the above stated conditions, policies and fees.

Charges for NON-MEMBERS

Facility Staff Charge Cleaning Fee Sound Technician Multi-Media Technician		\$300 \$150* \$150/\$250 \$100* \$100*
* Fees include first 5 hours. \$15/Hr will be charged after the first 5 hours.		
Bride/Representative of the Bride	Date	
Staff Coordinator (Fellowship of Oso Creek Staff Member) Date		