

GREENVIEW CHRISTIAN CHURCH  
12 GREENVIEW CHURCH RD  
CENTRALIA IL 62801  
618-533-8913

### **WEDDING BUILDING RENTAL CONTRACT**

Greenview Christian Church is pleased to share its facilities with responsible parties within the community provided that certain criteria are met to insure the sanctity of the building. We have been richly blessed with a beautiful multi-purpose facility that will comfortably accommodate large gatherings. Groups wishing to rent our facility should contact the church office for consideration. Each request will be considered on an individual basis.

Greenview Christian church will accommodate you according to the fee schedule on page 3 of this document. Items to consider when planning your wedding/reception.

- A. Greenview Christian Church will make every attempt to insure you a pleasant and joyous experience while you are here.
- B. We expect you and your party to conduct yourselves properly in God's house.
- C. All fees must be taken care of before the rehearsal.
- D. Greenview Christian Church can provide you with an excellent Keyboardist and/or soloist for your wedding. Names are available from the church office.
- E. All food and drink must be kept in the Foyer area, preferably near the coffee shop area. Chairs and tables are available for your use.
- F. You may use the kitchen to prepare for your reception. You are welcome to use our appliances, dishes, and silverware; however, we ask that you leave the kitchen as you found it. A representative of Greenview will be available if needed.
- G. **Please keep in mind that there shall be no smoking and/or use of other tobacco products in any part of the building or grounds at any time.** It is often that guests will forget this during the gathering. Please alert them to this matter for the physical and spiritual integrity of the church property.

- H. **There shall be no alcoholic beverages or illegal drugs anywhere in the church or on the grounds.**
- I. Nails and tacks are not to be used for decorating the church. Please do not use tape on the painted walls in the building.
- J. Any damage or excessive soiling of the building that occurs during your wedding shall become your responsibility. NOTE: **Please use dripless candles and place plastic under the candelabra to protect the carpet from dripping wax.**
- K. No rice and/or bird seed may be thrown inside the building.
- L. The Bride and Groom are to schedule an appointment with the Minister to discuss arrangements for the service, spiritual needs, and arrangements for others who might be officiating.
- M. The Bride and Groom will be required to schedule pre-marital counseling with the Minister of Greenview as he assigns. Three or more additional required counseling sessions are to be scheduled prior to your wedding day.
- N. The sound system operator will provide you with the microphones, wireless microphones if needed.
- O. Greenview Christian Church will provide a representative to open the building and assist you in any way possible. It is your responsibility to schedule all set-up and teardown operations with the church office.
- P. We ask that children be supervised.
- Q. Your wedding must be scheduled in such a manner as not to conflict with regularly scheduled church services, or other church related pre planned events.
- R. Please limit your use of the telephone to local calls only.
- S. **The church building is only reserved when security deposit is paid and a signed contract is filed in the office.**

MAY GOD BLESS YOU BOTH. PLEASE FEEL FREE TO CALL ON US IF THERE IS ANY COURTESY WE MAY EXTEND.

**CONTRACT FOR BUILDING USE FOR WEDDINGS**

Bride's Name \_\_\_\_\_ Phone \_\_\_\_\_

Groom's Name \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Minister(s) for ceremony \_\_\_\_\_

Minister's home phone \_\_\_\_\_ Church phone \_\_\_\_\_

Beginning time \_\_\_\_\_ Ending Time \_\_\_\_\_ No. of Guest \_\_\_\_\_

Date and time of set-up (decorating) (state any special needs) \_\_\_\_\_

**REQUIRED:**

Security deposit to be paid when contract is signed. \$200.00 \_\_\_\_\_  
(Will be returned within two weeks provided the building is left in good shape. Use of alcohol, drugs, or tobacco on grounds will disallow return of security deposit.)

Non-Member Building rental for Wedding, Rehearsal, and Reception \$200.00 \_\_\_\_\_  
(Including use of sanctuary, bridal dressing room, main foyer, restrooms, keyboard, sound equipment, kitchen, tables, and chairs.)

Pastor's Fee (payable to Pastor) \_\_\_\_\_

Mandatory Cleaning Fee (payable to custodian) \$50.00 \_\_\_\_\_

Sound system (payable to individual. Greenview will provide operator) \$100.00 \_\_\_\_\_

Keyboardist (if Greenview provides. Payable to individual) \$100.00 \_\_\_\_\_

Soloist (if Greenview provides. Payable to individual) \$100.00 \_\_\_\_\_

Total \_\_\_\_\_

We accept the conditions set forth in this agreement.

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom's Signature

\_\_\_\_\_  
Date