



Wedding Facility Agreement

Wedding Schedule

All weddings must be *scheduled* with the Legacy Communications Director – contact may be made by calling 701-223-4401 or e-mailing office@legacyumc.org. Scheduling is subject to the following:

- Weddings are scheduled on a first-come, first-served basis (Legacy associates are given priority)
- Weddings must be scheduled at least 90 days prior to the wedding date to allow adequate time to schedule pre-marital counseling, avoid scheduling conflicts, and plan all wedding activities
- Weddings will not be scheduled more than 12 months in advance
- Weddings will not be scheduled on the following days:
 - New Year's Eve or New Year's Day
 - Easter Week / Weekend
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Weekend
 - Christmas Eve or Christmas Day
 - Monday one week before to Monday one week after Vacation Bible School
 - Any Sunday
 - Any other date incompatible with Legacy schedule
- Initial scheduling includes setting the wedding date and assuring a pastor is available to officiate

Wedding Plan

Once the wedding date is scheduled, wedding planning will be turned over to the operations director and pastor.

The operations director will:

- Coordinate dates and times for rehearsal and ceremony
- Facilitate pre-wedding meetings and walk-throughs
- Schedule access to the facility at designated times for the rehearsal and ceremony
- Provide guidance for use and setup of facility for rehearsal and ceremony

The pastor will:

- Provide premarital counseling
- Approve order of service, vows, scriptures, wedding program, etc.
- Facilitate completion of marriage certificate
- Review / Approve any outside pastor wedding details as needed

Initials _____ / _____

Facility Use

- Facility will not be available before 3pm Monday through Friday or 10am Saturday; in addition, facility will not be available after 6pm on Saturday or 8pm Monday through Friday
- A room will be provided for the bride / bridesmaids and for the groom / groomsmen
- Kitchen refrigerator may be used only for snacks and beverages on the wedding day
- All areas must be left in the same condition and arrangement as found to ensure refund of damage deposit
- Décor must be reviewed and approved with the operations director prior to rehearsal
- The wedding party is responsible for any damage caused at the rehearsal or wedding
- Smoking or alcoholic beverages are not permitted on church property at any time
- Rehearsal dinners and wedding receptions are not permitted on site

Technical Equipment and Production Specifications

- All materials must be provided to wedding tech director at least 2 weeks prior to wedding
- Media
 - All media will be run through ProPresenter software
 - Video clips must be actual files (no YouTube or web-based links) provided on a USB in MP4 format
 - Slide shows must be in a completed video format and saved as an MP4 video
 - One still image or engagement photo is allowed on screen for a welcome graphic
- Audio
 - Pre-recorded music must be provided on USB in MP3 format
 - Microphones are provided for live music
 - A piano is available for live music
 - Musicians may be available from the church at a separate contract fee
- Staging / Lighting
 - No platform items will be moved for the ceremony; however, outside vendors may construct a preapproved wedding backdrop to hide platform items
 - Sanctuary lighting will not be repositioned but may be adjusted for brightness
 - Basic wedding items (kneeler, alters, tables) are available for use during ceremony with a 2 week notice

Fees

- All weddings will be charged \$300 for coordination, technical, and custodial services
- All weddings will require a \$200 refundable damage deposit should no damage occur
- Non-Associate weddings will be charged a \$500 rental fee
- Non-Associate weddings will be charged a \$300 pastoral fee
- All fees must be paid within two weeks of scheduling; dates cannot be reserved without payment
- In the event of cancellation, 50% of fees will be refunded if cancelled at least 30 days prior to wedding; no refunds will be made later than 30 days prior to wedding

Initials _____ / _____

Wedding Facility Agreement

Between

Legacy Church

And

&

Dates and Times:

Date of Wedding _____ Time of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Wedding Party Details:

Telephone Number _____ Email Address _____

Mailing Address _____

Agreement:

We agree to all terms and conditions outlined in pages 1 and 2 of this Wedding Facility Agreement.

Signed: _____

Date: _____

Signed: _____

Date: _____