

HOPE LUTHERAN CHURCH CONTRACT FOR USE OF SANCTUARY

55 San Fernando Way, Daly City, CA 94015
Telephone: 650-991-4673

Date of Event: _____ Number of guests: up to _____

Purpose for use of Church: _____ Set-up Time: _____ to _____

Ceremony: _____ to _____

Pictures/Clean-up: _____ to _____

Wedding Rehearsal: _____ Time: _____ to _____

Name: _____ Phone: (W) _____ (H) _____

Address: _____ City: _____ Zip: _____

CHURCH:	\$
MINISTER:	\$
ORGANIST:	\$
COORDINATOR:	\$
CANDELABRAS	\$
SECURITY DEPOSIT:	\$

TOTAL: \$

DATE SECURITY DEPOSIT PAID _____ \$ _____

Security Deposit Due Date: _____

BALANCE DUE BY: _____

TOTAL BALANCE DUE: \$ _____

- **RETURN WHITE COPY** of contract to Hope Lutheran Church with your Security Deposit.
- In case of cancellation: Security Deposit is not refundable unless Hope receives two months advance party notice in writing.
- A charge of \$25.00 will be levied upon a customer whose check is returned by the bank as uncollectible.

For Office use only

Security Deposit Refund (Customer's Name)	Check#	Date	Amount
Coordinator	Check#	Date	Amount
Minister	Check#	Date	Amount
Organist	Check#	Date	Amount
Candelabra	Check#	Date	Amount

INFORMATION FOR CHURCH WEDDING COORDINATOR:

8. All items moved (**MUST BE OKAYED BY THE CHURCH COORDINATOR BEFORE MOVING**) in the Church. Must be returned to their original location. Specifically, if the piano is moved on the chancel it is required that it be returned to its original location. _____
9. If Hope Church's Minister is performing the wedding ceremony, wedding couples are required to attend and complete Adult Instruction Class. Security Deposit will be refunded upon completion of class or following wedding ceremony, whichever are the latter. _____
10. The wedding party is responsible for leaving rooms used in the condition as found. The signee of this contract will assume any damages/repairs or cleaning incurred. _____
11. Law prohibits smoking in the buildings. Violation will result in the forfeiture of your security deposit. The responsibility for control of no smoking rests with the signee of this contract. _____
12. Candelabras will be lit by the Church Coordinator **Only**. _____
13. The times on this contract are not negotiable. Arriving to the church **BEFORE** contracted time, or leaving the church **AFTER** contracted time, will incur a charge of \$50.00 per hour, or any portion thereof. This applies to the rehearsal, as well as the wedding. _____
14. The Church Coordinator will be on site during the entire time of your party, including preparation time. The Church Coordinator will oversee the party to make sure that rules and regulations are followed and enforced. Any problems that arise will be handled by the Church Coordinator; their rulings will be final. _____

I HEREBY AGREE to the above rules and regulations for the use and care of Hope's facilities.

Date: _____ Hospitality Manager: _____

Security Deposit Due Date: _____ Date Balance Due: _____

Date: _____ Signature of Applicant: _____

Make check payable to HOPE LUTHERAN CHURCH HOSPITALITY COMMITTEE and **return white copy** Hope Lutheran Church, Attention: Hospitality Manager, 55 San Fernando Way, Daly City, CA 94015.

A charge of \$25.00 will be levied upon a customer whose check is returned by the bank as uncollectible.