

# **Cincinnati Church of Christ**

**4220 East Galbraith Road**

**Cincinnati, Ohio 45236**

**(513) 842-9300**

## **Wedding and Social Events Rental Policies and Agreement**

### **Reservations and Deposits:**

Reservations for the Cincinnati Church of Christ (CCOC) Building are accepted on a first-come, first-served basis only. A signed rental agreement and deposit are required to reserve a date. Your date is not confirmed until both parties have a signed copy of the rental contract and deposit paid in full.

A signed rental agreement and a 50% deposit are required to reserve a date. We accept cash or checks only – made payable to the Cincinnati Church of Christ – no credit cards. Deposits paid for a reservation of a date are transferable to another date (if available) within ten days of the date the reservation was made. After ten days, all deposits are subject to the cancellation policy. (See Cancellation Policy below).

The balance of the rental is due one (1) month in advance of the rental date.

The damage deposit will be returned within twenty-one (21) days after your event less any charges for damage, extra time charges not arranged in advance, or other costs incurred by the Cincinnati Church of Christ due to failure on your part to abide by the policies stated herein. If any damage or theft occurs to our property, you will be responsible for the entire amount for repair or replacement less damage deposit already paid.

### **Rental Times and Pricing:**

Rental prices are listed below and are a part of this Agreement. All rental time periods include set-up and clean up time. You should plan on a minimum of one hour of set-up time and one hour of clean up time within that time slot. If you would like more time, additional hours can be added as time allows at a rate of \$25.00 per hour. Consult the CCOC Event Coordinator for more information. In order to prepare for your event, we need all of our preparation time. Please do not interfere with our staff by showing up early. Your cooperation is critical and much appreciated.

### **Cancellation Policy:**

Should you cancel your reservation prior to six (6) months before your date, you will be refunded your full deposit minus a \$25.00 cancellation fee. Should you cancel your reservation within one (1) month of your date, your deposit will be refunded minus any expenses incurred by Sound Engineer or Cincinnati Church that are specific to your wedding.

### **Cleaning Service:**

The Building and all reserved areas will be cleaned by our Cleaning Service prior to the Rehearsal. You must pay the cleaning fee of \$100.00 for cleaning services after your event.

### **Consultation and Planning Services:**

Our CCOC Event Coordinators do not operate as wedding coordinators but one will be on hand during your event to assist you with facility issues only.

Renter Initials \_\_\_\_\_ Date \_\_\_\_\_

### Rental prices include the following:

#### **The Auditorium: \$300.00**

1. Use of the Auditorium, changing area (adjacent classrooms) and restrooms.
2. Free parking in the lot behind and west side of the building, on the street, and possibly the adjacent Amity Elementary school playground (pending their notification and permission).
3. Two hours of rehearsal time at the Building (including Sound Engineer). Time and date must be confirmed in 1 month in advance.
4. Six hours of rental time including set up and clean up.
5. Auditorium capacity 700.
6. Our Sound Engineer and sound equipment including speakers, microphones and projection screen.
7. You must coordinate with our Sound Engineer on all AV needs at least 1 month prior to the ceremony.
8. Musicians and musical equipment are **not included for rental** and must be arranged independently with our Worship Director.
9. Any rearranging of chairs or staging in the Auditorium must be approved by the CCOC Event Coordinator in advance. **All items must be returned to the original place before leaving.** You must supply the labor for these activities but all work will be done under the Event Coordinator's direct supervision.
10. You must provide the name of the person or company coordinating your Wedding ceremony to the CCOC Event Coordinator.

#### **The Kitchen and Cafeteria: \$100.00 per night**

1. For Rehearsal Dinner and/or Reception. If both are required then fee is \$200.00 for 2 nights.
2. Use of the Kitchen (stoves, microwave, refrigerator, freezer, coffeemakers).
3. Six hours of rental time including set up and clean up.
4. Cafeteria capacity is maximum of 150.
5. Use of available existing chairs and tables. Please confirm there are enough available to meet your needs and they are appropriate for your use. Other tables and chairs needed will be your responsibility to rent and/or provide.
6. You must make arrangements for rental tables, chairs or other items if so desired – for their delivery AND return.
7. Any rearranging of chairs or tables in the Cafeteria must be approved by the CCOC Event Coordinator in advance. **All items must be returned to the original place before leaving.** You must supply the labor for these activities but all work will be done under the CCOC Event Coordinator's direct supervision.
8. All food, drink, decorations, flowers or other items brought to the Building must be removed by the end of your contracted event on your rehearsal or wedding day.

#### **General Facility Rules:**

1. In general, the facility must be returned to the condition in which you found it.
2. No alcohol or smoking is permitted on Church property. If desired you may request permission for a Champagne toast only during the Event.
3. The Cleaning Service Fee will provide for cleaning Auditorium, restrooms and cafeteria. If you prepare food or drink in the kitchen, you must clean the area after use including wiping off counters, stove tops, microwave, wash and dry all church dishes or utensil used and replace in their original location.
4. Report all spills, breakage or damage to the Event Coordinator immediately so that proper clean-up measures can be taken.
5. Dance bands or DJs must stop one hour before the end of your rental period to allow for the clean-up hour. All music should be kept to appropriate levels and turned off completely by 11pm in consideration of our Deer Park neighbors.
6. The CCOC Event Coordinator has final say and authority in all matters and may prohibit anything deemed unsafe or inappropriate.

7. Unfortunately throwing rice or other substances at the bride and groom, though traditional, present an environmental hazard. Please use bubbles or sparklers only.
8. Children are welcome at the events. However, it is your responsibility to see that they are supervised at all times. Unruly guests or unsupervised children may be required to leave Church property. No Children's Ministry rooms, toys or equipment may be used by children or other guests.
9. Your photographer, videographer, and or DJ may arrive (1) hour before the start of your rental time. They may prepare an area for photographs, but must not interfere with the staff as we ready the facilities for your event. The bridal party will not be allowed into the areas until your official rental time commences.
10. A refundable Damage Deposit of \$100.00 is required. The Damage Deposit will be returned within twenty-one (21) days after your event less any charges for damage, extra time charges not arranged in advance, or other costs incurred by the Cincinnati Church of Christ due to failure on your part to abide by the policies stated herein. If any damage or theft occurs to our property, you will be responsible for the entire amount for repair or replacement.
11. Use of candles in the Building is restricted to local fire codes and will be strictly enforced. If approved, only dripleless candles may be used. See CCOC Event Coordinator for more details.
12. No tape, nails, staples, tacks or other devices may be used to affix decorations to any surfaces.
13. Only the CCOC appointed Sound Engineer is allowed to operate CCOC sound equipment.
14. No one is allowed to use any CCOC musical instruments without prior permission of the CCOC Event Coordinator and the Worship Director.
15. CCOC Sound equipment may be used for the Wedding Ceremony only – **not the reception or by a DJ for a Reception**. Your DJ or Band, if you so choose to have one, must provide their own sound equipment and speakers.
16. Refundable Deposit will be made out to Renter designated on the Contact Information sheet and mailed to the address provided.

Renter Initials \_\_\_\_\_ Date \_\_\_\_\_

**Liability: RENTER MUST READ & SIGN:**

The undersigned agrees to indemnify and hold harmless the Cincinnati Church of Christ, its members, Board of Trustees, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said members, employees or affiliates. The Cincinnati Church of Christ and its staff will also not be held responsible for lost, stolen or forgotten articles.

The undersigned has read and agrees to abide by the above rental policies and hereby agrees to rent the Cincinnati Church of Christ Building for event listed in the agreement.

Name of Renter (print): \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Cincinnati Church of Christ: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Contact information**

Name of Bride \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Groom \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Renter (**print**): \_\_\_\_\_

Cell Phone Number ( ) \_\_\_\_\_ Work Phone Number ( ) \_\_\_\_\_

Email Address of Renter: \_\_\_\_\_

Address of Renter: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Wedding Date : \_\_\_\_\_ Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Rehearsal Dinner Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Reception Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Other: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Wedding Coordinator Name: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Kitchen Clean Up Coordinator: \_\_\_\_\_

DJ: \_\_\_\_\_

Other: \_\_\_\_\_ Purpose: \_\_\_\_\_

**Payment Information:**

Rehearsal	\$	N/C	
Rehearsal Dinner	\$	_____	
Wedding	\$	_____	
Reception Dinner	\$	_____	
Reception or Other	\$	_____	
Additional Hours	\$	_____	( _____ hours at \$25.00 per hour = \$ _____ )
Cleaning Fee	\$	100.00	
Refundable Deposit	\$	100.00	
<b>TOTAL</b>	\$	_____	

Check / Cash Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Initials: \_\_\_\_\_

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