

# WEDDING AGREEMENT for TRINITY CHAPEL

## DATES AND TIMES

The Wedding ceremony is scheduled for \_\_\_\_\_ at Trinity Chapel at Alleluia Lutheran Church property (10401 30th St NE) in St. Michael, at \_\_\_\_\_ pm. You will have access to the building two hours prior at \_\_\_\_\_ PM and one hour after the wedding service \_\_\_\_\_ PM.

The Wedding Rehearsal is scheduled for \_\_\_\_\_, at \_\_\_\_\_ PM.

## FEES and DEPOSITS

The fee for renting out Trinity Chapel is **\$250.00**. A non-refundable \$100 deposit and a signed Wedding Policy Agreement will reserve your wedding date and time. Your deposit will be deducted from the total fee. Please make checks payable to **Alleluia Lutheran Church**. Other costs may incur depending on your needs. All other fees are due and payable to Alleluia at least 30 days prior to your wedding.

\$100 Chapel Rental Fee deposit	PAID ON _____
\$150 BALANCE	DUE _____

## PAYMENT

The \$100 non-refundable reservation/damage deposit fee is due at the time the wedding is scheduled to secure your date. The remaining fees are due 30 days prior to your wedding date. Check or cash payment is accepted.

## CANCELLATION POLICY

If your wedding is cancelled or rescheduled, you will forfeit the \$100 reservation fee. All other payments will be refunded in full.

## ABOUT TRINITY CHAPEL

- Trinity Chapel is located on the property of Alleluia Lutheran Church, 10401 30th St NE, St. Michael, MN 55376
- **Trinity Chapel does not have restroom facilities, air conditioning, or electricity.**
- Trinity chapel seats 25 people.
- Please note there is not a center aisle at the Chapel.
- No bird seed, flower petals, confetti, or rice may be thrown, as these present safety and/or additional clean-up issues. Flower petals may be dropped on the aisle-runner, however.

## FOOD AND DRINK

If you choose to have refreshments available for your wedding party, please keep them to a minimum [e.g. simple snacks and bottled water]. **Please remove all of your food/drink items following the ceremony.**

## NO ALCOHOL OR DRUGS POLICY

No alcoholic beverages or drugs are permitted on church premises before, during, or after the wedding or rehearsal. This includes the parking area.

## NO SMOKING POLICY

Smoking is not permitted on the premises.

## SECURITY

Please do not leave any unsupervised valuables anywhere in the chapel. Do not leave valuables in cars where they can be seen. Alleluia Lutheran Church is not responsible for the loss or theft of any personal belongings.

**PEW AND AISLE DECORATIONS**

All banners & church furnishings are to remain in place. If you will be using pew decorations, you should use pew clips or rubber bands to attach them. **No tape of any kind is permitted on the pews.** Aisle decorations should not obstruct your guests from entering and exiting the pews and should be removed immediately after the celebration.

**REHEARSAL**

You may bring all of your bulletins to rehearsal and store them until the wedding day. Please do not bring your wedding and bridesmaids gowns to the rehearsal, as there is no place to store them and Alleluia is not responsible for them.

*We understand that our wedding rehearsal on \_\_\_\_\_ and our wedding ceremony on \_\_\_\_\_ will be in accordance with Alleluia Lutheran Church's Wedding Policies.*

Date: \_\_\_\_\_