

WEDDING AGREEMENT

DATES AND TIMES

- The Wedding ceremony is scheduled for _____ 2022 at Alleluia Lutheran Church in St. Michael, with a tentative time of ____ pm. You will have access to the building at ___PM (3 hours before the start of the wedding service, but no earlier than 1:00 pm; and 1 hour after wedding service.)
- The Wedding Rehearsal is scheduled for _____ 2022 at Alleluia Lutheran Church in St. Michael, with the church being available from ___PM. (1 hour total)

FEES and DEPOSITS

A non-refundable \$300 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**. All other fees are due and payable to Alleluia at least 30 days prior to your wedding.

\$300 Church Rental Fee	Due Now
\$250 Wedding Coordinator Fee	Due ____ (Make payable to Alleluia Lutheran Church)
\$150 Tech/Sound Fee	Due ____ (Make payable to Alleluia Lutheran Church)
\$100 Damage Deposit*	Due ____ (Make payable to Alleluia Lutheran Church)

*Refundable if no damage and clean-up is done

PAYMENT

The \$300 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 \$300 Reservation fee. All other payments will be refunded in full.

ABOUT ALLELUIA FACILITIES

- Alleluia Lutheran Church, 10401 30th St NE, St. Michael, MN 55376
- Alleluia Lutheran Church sanctuary seats 250 people.
- Access to the building is 3 hours before the start of the wedding service, but no earlier than 1:00 pm; and 1 hour after wedding service.
- Dressing rooms are available for the wedding party. Hair and make-up should be done elsewhere; this room is for dressing, and for "touch-ups." The wedding coordinator opens dressing rooms for your wedding party before and after the ceremony. Please discuss your dressing rooms needs with the wedding coordinator. All personal belongings should be removed from the rooms immediately after the ceremony.
- 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 have refreshments available for your wedding party, please keep them to a minimum [e.g. simple snacks and bottled water] in the designated areas. **Food and drink (including water) in the worship area is NOT permitted.** 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 church. 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.

DECORATIONS AND FLOWERS

All banners & church furnishings are to remain in place. No tape, or nails, or screws of any kind may be used to secure decorations. Fun tack is permitted. Aisle decorations should not obstruct your guests from entering and exiting the rows and should be removed immediately after the celebration. Please coordinate the time your florist plans to deliver your wedding flowers to the church to ensure the church is unlocked.

WEDDING COORDINATOR:

Alleluia Lutheran Church requires a wedding coordinator to ensure that everything runs smoothly. Prior to your wedding, the Wedding Coordinator will:

- Contact you prior to the wedding date and hold an initial consultation with you that will include a tour of the church facilities as well as to provide you with general assistance in preparing you for your wedding, and to answer general questions that you may have in mind concerning your wedding. We will give you the name and contact information of your wedding coordinator once that person is assigned.
- Be available to you to answer any questions you may have prior to the wedding ceremony.
- Contact you six weeks prior to the wedding to review the ceremony details.
- Conduct the rehearsal, unlock the doors, turn on the lights and to help direct the participants in your wedding.
- On the day of the wedding, will be present prior to, and one hour following the end of the wedding service. During this time they will assist with florists, photographers/videographers, and the wedding party as needed in order to make your wedding day as stress-free as possible.
- Help facilitate the procession and oversee other details during the ceremony.
- Check that the church is in order and will lock up the church properly after the ceremony.

We understand that our wedding rehearsal on _____ 2022 and our wedding ceremony on _____ 2022 will be in accordance with Alleluia Lutheran Church’s Wedding Policies.

Date: _____