



Country Caboose Wedding Chapel LLC
1100 N Prosperity Ave
Joplin MO 64801
417-624-3861
weddings@countrycaboose.com

Country Caboose Wedding Chapel LLC Policies, Procedures, and Wedding Agreement - Effective January 1, 2019

Today's Date _____

Country Caboose Wedding Chapel LLC Accommodations

- The Country Caboose Wedding Chapel LLC is non-denominational and we welcome all faiths. Your service will be officiated by our minister and personalized to fit your needs and desires as much as possible. This is included in all packages.
- The ceremony will be held inside a REAL railroad caboose or passenger car. Please keep in mind that while the building itself is wheelchair accessible, the caboose may not be. The door into the caboose is only 26" wide and cannot be adapted. The passenger car is wheelchair accessible.
- If needed, the caboose or passenger car may be used as a dressing room for the bride. Ladies need to arrive with their hair and makeup already done. Gentlemen need to arrive in their wedding attire.
- The interior of either car will be decorated in basic white and will be accented by the color of the couple's choice, selected from our color options available
- The Caboose can seat up to twenty (20) of your guests with a small aisle and two seats on each side of the aisle
- The Passenger Car can seat up to fifty (50) of your guests with a small aisle and two seats on each side of the aisle
- Music of the couple's choice shall be played preceding the start of the ceremony, if requested by the couple
- There is plenty of parking available in front of the Country Caboose Wedding Chapel LLC. Those needing to use the wheelchair ramp should park on the south end of the caboose as the ramp goes up the backside of the caboose into the back door of the building.

Country Caboose Wedding Chapel LLC Policies and Procedures

- The wedding party and their guests need to be mindful and courteous to others here at the facility. We ask that you please treat our Chapel with reverence and respect.
- The Country Caboose Wedding Chapel LLC assumes no liability for injury resulting from horseplay inside or outside on the grounds of the facility. The contracting party is responsible for any physical damages that occur as a result of your guests or wedding party.
- The Country Caboose Wedding Chapel LLC assumes no liability for the theft of personal belongings occurring anywhere on the grounds of the facility.
- There is NO TOBACCO use of any kind allowed anywhere on the premises of the Country Caboose Wedding Chapel.
- There is NO ALCOHOL allowed on the premises of the Country Caboose Wedding Chapel LLC due to insurance requirements.
- There is absolutely no tolerance for illegal substances anywhere on the Country Caboose Wedding Chapel LLC grounds!
- We would prefer that you leave guns and weapons at home or, at the very least, in your locked car.

- Please do not throw rice or birdseed anywhere on the Country Caboose Wedding Chapel LLC grounds. Bubbles are very welcome to be used outdoors.
- All photographs taken by Jane Ballard Photography will remain the creative property of Jane Ballard and the Country Caboose Wedding Chapel LLC. Based on your package, some of the printed images will be provided to you in a 4x6 image size. Additional photographs in various sizes may be securely purchased through our online catalog. If you have specific photos that you would like to have taken, please be sure to let the photographer know. Digital images will not be available. The couple will be asked to sign a release form which will allow the Country Caboose Wedding Chapel LLC to share those images on their web site, Facebook page, other social media, and in print form for prospective couples to browse.
- Guests MAY take photographs before, during, and after the wedding ceremony, but are asked please DO NOT USE FLASH as it may interfere with the wedding ceremony. Please ask your guests to remain seated during the Wedding so the photographer can capture the best photos for the couple.
- No food or drink will be allowed inside the Caboose or the Passenger Car.

Country Caboose Wedding Chapel Wedding LLC Party Information

- A 50% "Save the Date" deposit is required at the time of booking and becomes non-refundable at 30 days before the ceremony or if the ceremony date is changed by the wedding party.
- Deposits are not transferable to another couple.
- The remaining balance is due ABSOLUTELY NO LESS than 15 days before the ceremony.
- Ceremonies booked in less than 30 days before the ceremony date will be required to be paid in full at the time of booking and, at this time, no refund will be given.
- One reschedule will be allowed at no additional charge with deposits and payments being applied to the new date. Additional reschedules will incur a \$75 rescheduling fee. Reschedule dates will be chosen based on availability.
- Only in the case of EXTREME conditions will a scheduled ceremony be canceled, postponed, or rescheduled by the Country Caboose Wedding Chapel LLC. The bridal party will be notified as soon as possible under these conditions.
- Cancellations by the bridal party require at least a 30 day written notice in order to receive any part of the deposit refund. Cancellations by the bridal party made within 30 days or less of the ceremony date will receive no deposit refunds.
- Upgrades in packages will be allowed based on availability and upon the receipt of the additional deposit of the difference in package prices.
- The bride may use the caboose or the passenger car as a changing area if needed. Please arrive with hair and makeup done. Gentlemen need to come dressed for the ceremony.
- The bridal couple MUST BRING their marriage license and valid photo ID in order for us to perform a legally binding ceremony. The ceremony will NOT take place without it!!!
- The officiant's service charge is included in all packages, although tipping is acceptable.

Our officiant and photographer are included with all packages. There will be no discount on the package if you hire outside personnel to perform these services. Additionally, you will be responsible for paying for their services yourself as their services will not be included with our packages.

Weddings are scheduled for a very specific time and date. The bridal party will have access to the Country Caboose Wedding Chapel LLC up to thirty minutes before their ceremony time in order to dress and to allow for the arrival of their guests. Couples MUST arrive on time!!! This space has been reserved exclusively for your use for the amount of time designated. There may be other weddings scheduled immediately before and/or after yours, therefore we will be stringently adhering to the time schedule! If your ceremony starts late, it WILL END at its originally scheduled time!

Date of Ceremony _____

Time of Ceremony _____

Name _____

Nickname to use in ceremony (if desired) _____

Address _____

City _____ ST _____ Zip _____

Best Contact Phone Number (_____) _____

Email _____

Name _____

Nickname to use in ceremony (if desired) _____

Address _____

City _____ ST _____ Zip _____

Best Contact Phone Number (_____) _____

Email _____

If person(s) financially responsible for the ceremony are different than the wedding couple, please identify:

Name(s) _____

Address _____

City _____ ST _____ Zip _____

Best Contact Phone Number (_____) _____

Email _____

Conductor's Special - \$450 - Ceremony held in the Passenger Car Choose this Package Yes No

We will provide - the officiant, who will write a custom ceremony for you - the photographer, provided by Jane Ballard Photography, will print ten (10) 4x6 photographs before you leave - your choice of music - a bride's changing area, if needed - the use of the Passenger Car for up to an hour with seating for up to fifty (50) of your guests, decorated with the colors and flowers of your choice from our collection

Whistle Stop - \$300 - Ceremony held in the Caboose Choose this Package Yes No

We will provide - the officiant, who will write a custom ceremony for you - the photographer, provided by Jane Ballard Photography, will print ten (10) 4x6 photographs before you leave - your choice of music - a bride's changing area, if needed - the use of the Caboose for up to an hour with seating for up to twenty (20) of your guests, decorated with the colors and flowers of your choice from our collection

Trackside Service - \$300 - Outdoor Ceremony Choose this Package Yes No

We will provide - the officiant, who will write a custom ceremony for you - the photographer, provided by Jane Ballard Photography, will print ten (10) 4x6 photographs before you leave - your choice of music - a bride's changing area, if needed - the use of the exterior patio in front of the Caboose for up to an hour with seating for up to twenty (20) of your guests, decorated with the colors and flowers of your choice from our collection - the Caboose will be made available as a backup in case of inclement weather

There will be a premium charge of 50% of the package price for weddings booked at any time on the following Holidays - New Year's Eve, New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, or Halloween. There will be no weddings booked on Thanksgiving Day, Christmas Eve, and Christmas Day. No weddings will be performed any evening after 9:30 pm or any morning before 9:00 am.

Additional services available -

_____ Cake & Punch Reception - \$75 - we provide everything but the food and drink itself

_____ Unity Candle - \$25 - you get to take home the unity candle

_____ Sand Ceremony Glass Cylinder - \$25 - you get to take home the sand-filled cylinder

_____ Additional photographs from your ceremony - \$25 for 10 4x6 prints printed on site

_____ Witnesses - \$25 each - Two witnesses over 18 are needed for every wedding ceremony

We are pet lovers! With advanced arrangements, you MAY include your pet in your ceremony! They MUST be friendly pets and MUST have all of their current shots (proof from your vet will be required). There will be an additional \$100 pet deposit required that will be refunded to you following the ceremony provided that your pet(s) have not caused any physical damage to the facility - indoors or outdoors. You MUST be sure that your guests know that your pets are participating in your ceremony in case you have guests who are afraid of pets.

_____ Pet deposit - \$100

The following is the basic structure for the wedding ceremony that we use at the Country Caboose Wedding Chapel LLC. We can add, delete, or change any part of that arrangement in order to best serve your needs.

1. The end of the aisle question - traditionally the “who gives this woman away in marriage”
2. Opening Remarks - welcoming everyone to be witness to the marriage
3. Personal Pieces - this is the time to get personal - how did you meet, how did you get engaged, how would you describe your relationship, etc
4. Words on Marriage - traditionally the “marriage is not something entered into lightly...” part - also another good time for marriage and love quotes
5. Religious or Spiritual Words - can range from “this special day is blessed. (the couple’s names) we pray that all your days together are blessed” to bible quotes like Corinthians 13:4-8 - “Love is patient...” or even a poem or quote about marriage and love
6. Family or Guest Blessings and Honoring - this is the time where the couple can recognize their families, ask for their blessings on their marriage, honor their parents, or even remember those who have passed
7. Vows and Declaration of Intent - traditional vows or the bridal couple’s own vows - minister can read them and the couple answers “I do” or can do the repeat after me option OR the couple can read their written vows to each other - can include the “does anyone object” question
8. Ring Exchange - traditionally started with the rings symbolizing everlasting love and the repeating of the “with this ring, I thee wed”
9. Readings - another great place to recite a favorite poem or quotes about love and marriage
10. Traditions and Optional Components - this is where we can do the unity candle, sand ceremony, or other options as chosen by the couple
11. Closing Words - time to rejoice in the couple’s happiness - a time for words of advice for life
12. The Pronouncement, the Kiss, and the Introduction - confirmation of the vows to each other - traditionally the “I now pronounce you husband and wife” part, followed by the “You may now kiss your bride”, and the introduction of the newly wed couple to the audience

Ceremony Component	Do you want included Yes or No	Minister to provide content - Yes or No	Notes for your service
1. End of aisle question			
2. Opening remarks			
3. Personal Pieces			
4. Words on Marriage			
5. Religious or Spiritual Words			
6. Family/Guest Blessings and Honoring			
7. Vows and Declaration of Intent			
8. Ring Exchange			
9. Readings			
10. Traditions and Optional Components			
11. Closing Words			
12. The Pronouncement, Kiss, and Introduction			

Family members in attendance and relationship to bridal couple _____

—

Bridal couple attendants _____

—

Flower girl? Yes No

Ring Bearer? Yes No

Bride escorted? _____ If yes, by whom? _____

Number of guests _____

Wedding colors _____

Music for pre-ceremony - song & artist, if known

Do you wish to have "Here Comes the Bride" played as the bride enters?

Orchestra - Yes No

Acoustic Guitar - Yes No

Do you wish to have "The Wedding March" played as you leave?

Orchestra - Yes No

Acoustic Guitar - Yes No

Do you have a favorite song that you would like to have played during the ceremony? Yes No

If yes, song & artist _____

Any special instructions for the officiant or the photographer for the ceremony? _____

—

Type of ceremony directed by the officiant - Please check all that apply:

_____ Non-denominational Ceremony

_____ Christian Ceremony

_____ Civil Ceremony

_____ Traditional Ceremony

_____ Unity Candle (you may bring your own or we will provide one for an additional \$25)

_____ Sand Ceremony (you may bring your own or we will provide one for an additional \$25)

_____ Reading/Poetry (please specify if you have a favorite choice)

_____ Prayer

_____ Traditional Marriage Prayer

_____ Specific _____
_____ Other, please specify _____

Is there a friend or family member who will be participating in the ceremony in any way (reading, prayer, etc.)?

Introduction at the end of the ceremony - how do you want to be introduced to your guests?

(ie: Mr & Mrs Smith - Joe & Jill Smith - Joe Smith & Jill Jones - or introduction of your choice)

Notes, comments, or special instructions -

Country Caboose Wedding Chapel LLC Photography Release Form

The Country Caboose Wedding Chapel LLC will never sell photographs of your ceremony to outside interests, but we will need your permission to show your photographs to other prospective couples wishing to utilize our services. We have created this quick form to help us know how you will allow us to share photos from your ceremony with others. Please initial on the appropriate line and sign below:

Do you agree to allow the Country Caboose Wedding Chapel LLC to show photographs from your ceremony in our in-house weddings portfolio? _____ Yes _____ No

Do you agree to allow the Country Caboose Wedding Chapel LLC to show photographs from your ceremony on our web site weddings portfolio? _____ Yes _____ No

Do you agree to allow the Country Caboose Wedding Chapel LLC to show photographs from your ceremony on any of our social media sites? _____ Yes _____ No

After all of your photos have been edited, you will receive instructions via email with a password to SeeMyPrints.com for you, your friends, and your relatives to view and purchase prints from your ceremony. This is at no additional cost to you and simply makes all of the photos from your ceremony available to you in other sizes besides the 4x6 photos you received with your package. You will be sent a password protected link for you to log on to the site and you may share the link with the friends and family as you choose. Be sure you have included your email address on the contact information page earlier in this form!

Signature _____

Signature _____

We, at the Country Caboose Wedding Chapel LLC, want your wedding day to be as special as it can be. This is YOUR wedding day, not ours, and we will try our very best to make your special day a dream come true! If there is something specific that you want in, for, done, said, whatever, for your wedding, let us know! If it is something that we can do, we will do it for you! Please understand that there could be an additional charge for items or services for which we incur an expense.

With that said, please understand, too, that technology can fail when you least expect it. People may get sick or injured and not be able to perform their duties as planned. Weather is fickle and may change at the drop of a hat. We are human, not magicians, and while we will do our very best to make your day flow flawlessly, there is always a chance that something won't go exactly you as planned, but that will never happen because we did not try to make it perfect for you!

We wish you the very best in your new life together!

Bobby & Jane Ballard

Country Caboose Wedding Chapel LLC - Services Recap Page

Name _____

Name _____

Wedding Date and Time _____

Wedding Package and Price - _____

Additional Services and Price - _____

Total _____

50% deposit required upon booking a date _____

Deposit paid by Check # _____ PayPal _____ Cash _____ Date _____

Remaining balance is due no less than 15 days before the ceremony _____

Balance paid by Check # _____ PayPal _____ Cash _____ Date _____

Checks are payable to the Country Caboose Wedding Chapel LLC at 1100 N Prosperity Ave, Joplin MO 64801

Additional Pet Deposit - \$100 - paid by Check # _____ PayPal _____ Cash _____ Date _____

By signing below, you acknowledge that you have read the terms and conditions listed within this agreement, accept its terms, and agree to follow them to the best of your ability. Additionally, you understand that you assume responsibility for all of the articles and furnishings that are to be used for your event. You also understand that the deposit is non-refundable if the ceremony is postponed or canceled within 30 days of your original event date.

(Signature) (Signature)

(Financially responsible party(s) signature if different than bridal couple)

Accepted by Bobby or Jane Ballard on behalf of the Country Caboose Wedding Chapel LLC

Date _____