# A picture containing table  Description automatically generated

Tunnel Hill Christian Church

5105 Old Georgetown Road,

Georgetown, IN 47122

**Bride’s name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact name (if different from Bride or Groom):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Officiant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date confirmed by THCC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Time Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Time Janitor should arrive to clean facilities)

**Rehearsal date:** \_\_\_\_\_\_\_\_\_\_\_

Time Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Guests: \_\_\_\_\_\_\_\_\_**

**Equipment Required:**

No. of chairs\_\_\_\_\_\_\_\_\_

No. of tables\_\_\_\_\_\_\_\_\_\_

**Tables & Chairs**

No furniture shall be removed from the buildings unless pre-approved by the Property committee. There are 21 round tables and 44 long, rectangle tables and enough chairs (about 152) to fill all. Typically, 7 fit comfortably at a round table. You could place 8 if necessary.

**ACCESS TO BUILDINGS: YOU WILL BE PROVIDED WITH A CODE TO BE ENTERED INTO THE ELECTRONIC LOCK(S) TO GAIN ACCESS TO OUR FACILITIES. THE CODE WILL BE ACTIVATED PRIOR TO YOUR EVENT AND DEACTIVATED WHEN YOU WILL BE DONE. PLEASE CHOOSE A 4-DIGIT NUMBER OF YOUR CHOICE AND TIE NEEDED BELOW:**

**REQUESTED CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUESTED DATE & TIME FOR ENTRY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ESTIMATED DATE & TIME FOR DEACTIVATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR CONTACT PERSON FOR THE CODE IS STEPHEN GIBBONS**

**PHONE NUMBER 765-623-9308**

**Special Requirements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACILITY TO BE USED:**

\_\_\_\_ Sanctuary Rate $600

\_\_\_\_Tunnel Hill Christian Church Pastor Rate $200

\_\_\_\_ Christian Activity Center (CAC) Rate $600

\_\_\_\_ Sanctuary/Christian Activity Center both Rate $1000

\_\_\_\_ Tunnel Hill Christian Church Organist Rate $100 for Basic wedding, additional fees for extra.

\_\_\_\_Audio/Visual Rate $75

\_\_\_\_Fellowship Hall Rate $250

CHECKS MAY BE MADE OUT TO TUNNEL HILL CHRISTIAN CHURCH AND GIVEN TO THE CHURCH SECRETARY, CAROLYN FOX. CREDIT CARD PAYMENTS ARE ALSO ACCEPTED FORMS OF PAYMENT.SHOULD YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT THE CHURCH VIA E-MAIL (THCC2001@AOL.COM OR TELEPHONE (812) 923-5344

I have a received a copy of the Wedding Rental Agreement and agree to the terms and conditions contained therein.

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

If other than bride or groom, what is your relationship to the bride or groom. You are signing that you are the responsible person for all fees.

For Church Office employee to fill out.

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APPROVED RESERVATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Property Committee Representative)

Security Deposit (Non-refundable unless otherwise authorized)

paid ($150) by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

½ of the rental paid by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remainder of Fees received ($\_\_\_\_\_\_\_)

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

Security Deposit returned ($\_\_\_\_\_\_\_)

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

Receipt Given: Yes\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Fees:**

The building rental is free to THCC members. Non-members fees are as follows.

 **FACILITY TO BE USED:**

\_\_\_\_ Sanctuary Rate $600

\_\_\_\_Tunnel Hill Christian Church Pastor Rate $200

\_\_\_\_ Christian Activity Center (CAC) Rate $600

\_\_\_\_ Sanctuary/Christian Activity Center both Rate $1000

\_\_\_\_ Tunnel Hill Christian Church Organist Rate $100 for Basic wedding, additional fees for extra.

\_\_\_\_Audio/Visual Rate $75

\_\_\_\_Fellowship Hall Rate $250

To reserve the THCC facility, a $150.00 non-refundable security deposit is required and ½ the amount of fees for the facilities to be used. The security deposit will be refunded once it has been confirmed that no damages were incurred, and no policies broken. The complete balance is due at your final planning meeting. This meeting should take place 4-6 weeks before the wedding date. By signing this contract, you agree to adhere to the policies and procedures for weddings and receptions held at THCC.

You must meet with the THCC Secretary at least twice; these meetings will include the following:

**First Meeting:** Your desired wedding date may only be confirmed and secured by paying the $150.00 security deposit and ½ your facility fees and signing the facility reservation (contract).

**Second Meeting:** The remaining balance is due no later than 4 weeks prior to your wedding date. It is the sole responsibility of the bride and/or groom to make arrangements to see that your account is paid in full. If the balance is not paid at least full four weeks prior to your wedding, your wedding date may be released on the Church calendar unless sufficient and satisfactory explanation is provided.

**Tunnel Hill Christian Church Member Benefits**

It is our privilege to make the Church building and grounds available free of charge for THCC church members, and their immediate family. However, the bride, groom and/or immediate family member (e.g., parent of either) must be an active member of THCC for a minimum of six months prior to booking your wedding in order to take advantage of the facility.

**Facility Availability**

The Church building and grounds are used regularly for ministry purposes throughout each week. Consequently, an initial meeting with the church secretary to explore the availability of dates on the church calendar and rooms in the church building for the wedding, wedding rehearsal, and wedding reception which do not conflict with the normal Tunnel Hill Christian Church activities. The receipt of a deposit is required before any date can be guaranteed. Although it would be rare, THCC reserves the right to cancel a wedding ceremony if there is a need due to an emergency or an unforeseen event. Should this be necessary, you would receive a full refund of all monies paid up to the point of cancellation.

**Facility Cancellations and Date Changes**

We are delighted you have chosen our facility as the location for your ceremony, we understand in in extenuating circumstances there may be a need for you to cancel your reserved date and time. If the event is cancelled more than 30 days before the event, you will be refunded all facility fees less your security deposit $150.00. The deposit fee will be applied towards your rescheduled wedding date. However, if your wedding is cancelled less that 30 days before the scheduled event date, we must withhold the full amount paid to that point. This is our policy because we have held your time and date, and possibly turned down other events for your requested date. We ask that you contact our offices as soon as you know that you must cancel, as this will allow us to open the date for another wedding.

**The Pastor**

If the pastor is requested to perform the service, a conference shall be arranged to explain the church’s wedding policy and to provide pre-martial counseling.

**Outside Ministers**

If an outside minister is to perform the service; approval must be requested in writing giving the identity and church affiliation of the minister to the Church Board, which usually meets the first Sunday of the month. (See approval form attached).

**The Wedding Rehearsal**

A wedding rehearsal is recommended to you and your wedding party to help ensure that your wedding day runs smoothly. The rehearsal time must be decided and documented on the contract as the initial meeting with the church secretary.

Rehearsals must start promptly at the time agreed upon out of respect for the time of all involved. We will not begin a rehearsal until both the bride and groom are present. If the bride and groom are present, but members of the wedding party are missing, we will begin the rehearsal promptly at the original start time. Both sets of parents, the ushers, and all members of the wedding party should normally be present for the rehearsal. THCC reserves the right to cancel the rehearsal if we are unable to begin within 30 minutes of the scheduled start time.

A rehearsal agenda and music are required in order to rehearse with your wedding party. Please provide the church secretary with the rehearsal agenda at your last meeting. The pastor or the officiating minister shall normally direct the rehearsal. If a wedding consultant is used, all plans must be coordinated with the officiating minister. *The marriage license shall be delivered to the officiating minister at the time of the rehearsal*.

**The Wedding Ceremony**

The wedding ceremony will be scheduled to last not more than one (1) in total length. You may choose to provide recorded music to be played or hire live musicians or vocalist. Musicians and /or are asked to attend the rehearsal. Please notify the wedding coordinator of microphone and equipment needs by your final meeting. Musicians and/or vocalist will be given at least one run through at the rehearsal. It is suggested they arrive an hour early or stay an hour later if additional rehearsal is needed. They may come one hour early for the ceremony to do a sound check on the day of the wedding. Musicians must provide their own instruments.

An organist/pianist is available from THCC for a fee of $100.00. At a fee of $75.00 THCC will provide an audio and lighting engineer who will be present at both the rehearsal and the ceremony to assist with technical needs.

It is recommended that a minimum of two ushers at your ceremony be provided to assist with entrance doors and seating of guests.

**Power Point and Videos**

All video and power point presentations must be submitted 1 week before the wedding if your hire our THCC audio and lighting engineer.

**Dressing Areas**

Dressing rooms for the bride and groom are provided two hours prior to the start time of the wedding ceremony. The wedding coordinator will direct the wedding party to the dressing areas at the rehearsal.

**Photography**

Since the wedding ceremony is a worship service, all photographers are asked to maintain reverence during the ceremony and for the church. We do ask that the photographer be as unobtrusive as possible, so as not to distract from the bride, groom and wedding party. Before or after the ceremony photography is permitted in any part of the building. Please refrain from taking flash pictures until after the wedding party has arrived at the front of the sanctuary.

**Decorations**

Should you choose to bring in décor such as flower arrangement, candelabras, pew bows, etc., please clear all items with our coordinator no later than one month prior to your ceremony date. Only silk flower petals are allowed on the carpet, Real flower petals release oils to the carpet and are prohibited. Silk flower petals must be picked up immediate the wedding. You may use real flower petals on the carpet IF a runner is present for petals to rest on. All items brought in by florists or other vendors must be removed after the conclusion of the ceremony. We will not sore items to be picked up on the next business day. THCC will not be responsible for the care or storage of any items left at the facility.

Candles used for the reception or wedding must be approved by the wedding coordinator. We prefer battery operated candles however, if you use wax, we ask that the candle be covered in a non-leak container (like glass) with more than 1/1/2” space for the wick and rim of the container.

Any seasonal décor that is set up in the sanctuary or chapel for Christmas or Easter will not be removed. We will be open to help facilitate your wedding vision.

**The Reception**

No food or beverages are permitted in the sanctuary. Our wedding coordinator will tell you the capacity for each reception location. We will provide you with tables and chairs for your reception subject to space and availability. You are responsible to provide all tablecloths, skirting, and /or chair covers. You may use your preferred vendor for rentals.

All items brought in by guest, wedding party, caterers, ect…must be removed, tables cleared, and trash put in trash bags, and taken to the outside dumpster.

The wedding party or those designated to assist with the reception must remove all other items. We recommend that you designate one person to facilitate your reception, as the THCC coordinator will not coordinate the set-up of food, cutting of the cake, clean up or flow of the reception, ect.

We allow outside musicians and bands to accompany your reception with appropriate music only. Remember you are in a worship center.

No rice throwing inside or outside of the building. Birdseed, flower petals, bubbles are better choices.

**The Kitchen**

Your caterer is to do all the clean, etc. of the kitchen. We recommend that your designate one person to facilitate your reception, as the THCC coordinator will not coordinate the set-up of food, cutting of the cake, clean up or the flow of the reception, ect.

**By our signatures, we agree to the conditions laid out in this form, as well as the “Tunnel Hill Christian Church Facility Use Terms and Conditions.”**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Responsible Party Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Relationship**

**Tunnel Hill Christian Church Facility Use Terms and Conditions**

Tunnel Hill Church is excited about the important and life-changing decision you have made to be married and are honored that you have chosen the Church as the venue for your wedding. The purpose of this policy, and agreement is to ensure, as best we can, that the ceremony runs smoothly for you, for your wedding party and guests, and for the Church staff who will be assisting you.

1. All use of facilities at Tunnel Hill Christian Church is subject to the prior approval of the Property Committee.
2. Use of the church’s property is restricted to the areas defined by this approved Facility Request Form.
3. Smoking in the buildings is not permitted.
4. Use of alcoholic beverages is prohibited.
5. Food and beverage are not permitted in the Sanctuary.
6. The Church building will be unlocked at the starting time of the function, unless otherwise arranged.
7. The renting party is required to supply its own linens, dinnerware, silverware, pots, pans and other utensils, unless expressly agreed to prior to the rental.
8. The renting party and attendees must not engage in any illegal or inappropriate behavior.
9. All functions must end, and church be vacated by the designated time.
10. Visits to the church in advance of the event must be coordinated through the church office.
11. If minors are to be present, ensure they are adequately supervised.
12. Use of the church office phones, copier, or other equipment is not allowed.
13. The facilities must be left in the exact same condition than at the beginning of usage. With the exception of cleaning.
14. The renting party is responsible for any damage to the building during its use and for or extra cleaning required as a result of its use. THCC, in its sole discretion, may use such amount of the Security Deposit to defray any damage cost. Additional cost must be paid by the renting party.
15. Before premises are vacated, the responsible person must check that:
* All non-essential lights are turned off and windows are locked
* Restroom lights are off, and no water is left running.
* Tables/Chairs are put away properly.
* Doors are locked.
* Garbage and trash have been put in plastic bags and placed in dumpster outside.
1. If the event is cancelled less than 30 days prior to the date, ½ the rental fee, and security deposit $150.00 is not refundable. However, refunds will be considered on a case by case basis.
2. The renting party agrees to indemnify and hold the church harmless for any damages that may occur in connection with the event.