



St. Andrew's Wedding Contract

This contract defines the terms and conditions under which St. Andrew's-by-the-Sea (hereafter referred to as St. Andrew's) and _____ (hereafter referred to as the CLIENT) agree to the CLIENT's use of St. Andrew's facilities on _____ (wedding date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by St. Andrew's and the CLIENT.

CLIENT Information

CLIENT Name: _____

Address: _____

Telephone #: (H) _____ (W) _____ (C) _____

E-Mail Address: _____

Number of Guests: _____ (150 maximum)

Wedding Date: _____ Rehearsal Date: _____

Wedding time: (start no later than 5pm): _____

Rehearsal time: (start no later than 5pm): _____

Communion: Yes _____ No _____

Name of Officiating Minister: _____

Position: _____ Phone #: _____

Denomination: _____ Cell #: _____

Name of Church: _____ E-mail: _____

Address: _____



Facilities and Services Provided by St. Andrew's

St. Andrew's located at 30 Church Road, Rye Beach NH, will provide the facilities services described in this contract on the event date noted above.

Adhering to Scheduled Time

Rehearsal: The bridal party has access to the church for ½ hour before and 1 hour after the scheduled rehearsal time. Wedding: The bridal party has access to the church 1 hour before and 2 hours after the scheduled wedding time. Due to lighting limitations, weddings and rehearsals may not start later than 5pm.

Other Services

All other services, facilities and arrangements for services shall be the responsibility of the CLIENT.

Parking

St. Andrew's will provide the following: Parking in front of the chapel for an estimated 15 cars. Parking is available at the chapel lot for an estimated 50 cars. Parking of buses is the responsibility of the CLIENT; buses may not be parked in the St. Andrew's parking lot (it is a grass field). Buses may not park in front of St. Andrew's. Notify St. Andrew's if you will be using buses.

_____ Bus(es) will be used _____ Bus(es) will NOT be used (Please X one)

Bathroom

One bathroom is in the chapel.

Heating and Cooling

St. Andrew's is a historic chapel and does not have heat or air conditioning.

Cancellation Policy

In the unlikely event the CLIENT should cancel all deposits are nonrefundable. In the event of a cancellation, if St. Andrew's is able to rebook a comparable event on the scheduled date all or a portion of the deposit may be refunded. St. Andrew's shall have the right to terminate this contract if the CLIENT fails to meet or violates



any terms of the contract, in which case the provisions of this cancellation policy also apply. The CLIENT shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the written consent of St. Andrew's.

Sound System

The pulpit and the lectern have a microphone available for readers. Additionally, there is plug available to play music from a smartphone (iPhone or Android) playlist.

Limitations and Restrictions

- ***Ministers who officiate at weddings must be duly ordained in a Christian Church. If you are in need of clergy, we have several that work with St. Andrew's that we can recommend.***
- Maximum of one flower arrangement on each side of the cross, which may not exceed 30 inches in height, in deference to the height of the cross.
- Flower arrangements must be in watertight containers, provided by the bride or the florist and delivered within the specified time for which the church has been reserved.
- No candles or flowers are allowed on the altar linens.
- The baptismal font shall not be decorated in any way.
- Tape or tacks may not be used to secure bows or florals on the pews.
- No tents, equipment or other structures allowed inside or on the church grounds without prior consent.
- Interior furnishings may not be rearranged.
- Runners may not be used in the aisle.
- No items of any type (rice, birdseed, paper, rose petals (silk or other), bubbles, butterflies, etc.) are to be thrown, scattered or released on the chapel premises, both inside and out.
- Any décor (floral, balloons, etc.) must be removed from the chapel, grounds and streets immediately following the wedding.



Proper Care and Use of Facilities

WHEN YOU ENTER

- Turn on only those lights that are needed.
- Open only those doors and windows necessary for convenience and comfort.
- Set up room(s) to be used per guidelines.
- Permit no animals into the building (with the exception of aid dogs for the handicapped).

WHEN YOU LEAVE

- Clean up any spills and litter in the rooms and lavatory as well as outside the chapel.
- If food or beverages have been served to or by the group, be sure that any leftovers have been either disposed of properly or taken home. Be sure that all created trash is removed.
- Restore the rooms and equipment to the way they were found.
- Be sure all water faucets are turned off.
- Be sure all outside doors are locked.
- Be sure all windows are closed and secured.
- Turn off all lights in room(s) and lavatories.
- Check to see that all guests have left, and that the last exit door has been locked securely.

Agreement to Indemnify and Hold Harmless

St. Andrew's does not accept any responsibility for damage to or loss of any articles or property left at St. Andrew's prior to, during or after the event. The CLIENT agrees to be responsible for any damage done to St. Andrew's by the CLIENT, his guests, invitees, employees or other agents under the CLIENT's control. Further, St. Andrew's shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the CLIENT, or any of his guests, invitees, employees or other agents from any accident or



casualty occasioned by the failure of the CLIENT to maintain the premises in a safe condition or arising from any other cause. The CLIENT, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against St. Andrew's for any such loss, damage, or injury of the CLIENT, and hereby agrees to indemnify and hold St. Andrew's free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

Wedding Fee Payment Agreements

The total cost for use of St. Andrew's and its facilities described in this contract is listed below based on the number of guests (excluding wedding party, clergy and photographers).

Up to 25 guests: \$1800
Up to 150 guests: \$2500

To reserve services on the date requested St. Andrew's requires this contract be signed by both parties and full payment. Payment of \$_____ will be made by check made **payable to St. Andrew's-by-the-Sea and mailed to Wedding Coordinator, 231 South Road, Kensington, NH 03833-6706.**

Contract Signatures

This contract constitutes the entire agreement between St. Andrew's and the CLIENT and becomes binding upon both parties when signed.

CLIENT
Printed Name: _____

St. Andrew's
Printed Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____