

Church of the Living Waters | Wedding Contract

The Board of Trustees of the Church of the Living Waters is honored that you have chosen our church for your wedding.

Wedding DATE _____ Wedding TIME _____
Rehearsal DATE _____ Rehearsal TIME _____

Church of the Living Waters Board of Trustees must approve all wedding contracts before a wedding can actually take place at our facility. Therefore, this document is considered an offer, which is binding only after payment of the fees and acceptance by the COLW Board of Trustees.

POLICIES

- A donation of \$500.00 made payable to the Church of the Living Waters is required (donation of \$400.00 for StillWaters property owners). Additionally, a separate check for \$100 is required and will be refunded if there is no damage to our equipment or property and the church grounds are left completely clean with all materials removed, including any direction signs, flowers, bows, etc. Also, be aware that no vehicles are allowed on any of our paths with the exception of the florist.
- Be advised that there is a strict **NO SMOKING BEYOND THE PARKING LOT** policy due to our wooded fire hazard. Our cancellation policy is as follows:
 - A full refund with 6 months or greater notice.
 - One half refund with 2 month – 6 month's notice.
 - No refund with 1 month or less notice.
- Church of the Living Waters reserves the right to cancel in the event of unforeseen difficulties. If this occurs you will receive a full refund.
- Our available on-site church facilities include an electronic keyboard, tape deck, CD player, complete sound system, lighted walkway, lights, ceiling fans, and restrooms. Trash receptacles are available for your convenience.
- Regrettably receptions are not permitted on the church grounds. It is your responsibility to make sure everyone attending your wedding knows about the vehicle and no-smoking policies mentioned above.

Please fill-out, sign and return all pages of this tentative contract to me at the address shown on the next page, together with your two checks made payable to Church of the Living Waters within seven days. This will acknowledge your understanding of these terms. Our desire is to assist you in making this day as memorable and as effortless as possible.

Once the Church of the Living Waters Board of Trustees completes their review and approves your wedding I will notify you, which will complete the contract and confirm your reservation. **Please keep a copy.

Sincerely,

Toni Holt

Wedding Coordinator,

Phone: 334-444-7900

Return all pages and your two checks payable to Church of the Living Waters to:

Toni Holt

2595 Glenn Brooke Drive

Auburn, AL 36830

Bride Signature

Date Signed

Bride's Information:

Name:

Address:

Email:

Cell:

Groom's Information:

Name:

Address:

Email:

Cell:

Other Information - Very Important – Please Complete:

Approximate Number of Guests Attending the Service: _____

Sound System Requirements: Keyboard (Yes) (No) Circle your answer

Wireless Microphone (Yes) (No) Circle your answer

CD Player (Yes) (No) Circle your answer.

Wired Microphone (Yes) (No) Circle your answer.

Florist Arrival Day & Time: _____

Wedding Coordinator Contact Information: _____

For StillWaters Property Owners Only:

Name (If other than those above) _____

Relationship: _____

StillWaters Property Address: _____

Home Phone # _____

Cell Phone# _____