



FIRST CONGREGATIONAL CHURCH
of Los Angeles

VENUE RENTAL AGREEMENT

Internal Use MC- _____

CONTACT INFORMATION

Excel - _____

Couple's Names:

Google - _____

1: _____ Phone: _____ Email: _____

2: _____ Phone: _____ Email: _____

Billing Address: _____ City/State/Zip: _____

How did you hear about us? FCCLA Website Herecomestheguide.com Google Search
Yelp Drove by Recommended by: _____ Other: _____

Professional Wedding Coordinator/Planner/Day-Of, (**Required***) _____

() Discussed () TBD Company Name: _____ Email: _____

Phone Number: _____ Wedding Couple Website: _____

CEREMONY INFORMATION

Day & Date of Wedding _____ / _____ / _____ Number of Guests _____

Ceremony Starts: _____ Actual Invite Time: _____ Prelude Start Time (15 Minutes Prior): _____

Rental Block (3 hours) from: _____ to: _____

Please Circle Venue: Main Sanctuary *Shatto Chapel *(Maximum 130 Guests)

Wedding Party (Attendants): B _____ G _____ (Attendants): B _____ G _____

Parent(s) () Flower Girl(s) () Ring Bearer(s) () Sponsors () Other () _____

Will you be using One of Our FCCLA Ministers to Officiate? **YES** or ***NO** - I will bring my own Officiant.

FCCLA Ceremony is typically - 30-40 Minutes OR Guest Officiant Length of Ceremony _____

IF you are bringing your own Officiant/Pastor/Minister/Judge & your Coordinator will be running your Rehearsal:

Your Guest Officiant & Coordinator MUST be at your Rehearsal () - Initial Please

REHEARSAL Day/Date/Time Requested _____



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CEREMONY RENTAL FEES

(3 HOUR CEREMONY BLOCK): Main Sanctuary & Shatto Chapel Rental Fees, (Same Rate)

<u>Friday</u>	(6pm-9pm),	<u>\$2,750</u>	(Reception is ALSO AVAILABLE with this Block)
<u>Saturday</u>	(11:30am-2:30 pm),	<u>\$2,750</u> ,	(Reception is ALSO AVAILABLE with this Block)
<u>Saturday</u>	(3:30pm-6:30 pm),	<u>\$2,750</u> ,	(PRICE <u>IF</u> - FCCLA Reception is <u>ALSO</u> Booked)
<u>Saturday</u>	(3:30pm-6:30 pm),	<u>\$3,750</u> ,	(PRICE <u>IF</u> - FCCLA Reception is <u>NOT</u> Booked)
<u>Sunday</u>	(1 or 2pm-4 or 5pm),	<u>\$2,750</u> ,	(Reception is ALSO AVAILABLE with this Block)

CEREMONY RENTAL FEE \$ _____

***REQUIRED Refundable Security Deposit** for Ceremony Space (\$500) \$ _____ +500

(Returned promptly within 2 weeks post wedding if No Additional Damages/Overages/Costs were incurred.)

Additional Items

25 Sanctuary Pew Candles (\$500) \$ _____

***Additional Fee, if NO Professional Coordinator for Ceremony (\$500)** \$ _____

***Additional Time Requested** **\$500 - 11:30am-2:30pm Buy-Out** \$ _____

Additional Organist Rehearsal for EXTRA Added Music (\$100/hr per song) \$ _____

Additional Venue Supervisor Staff Guest Counts 300+ (\$150) \$ _____

Additional Staffing: Facilities for 400+ Guests (\$200/4 hour block) \$ _____

**I agree to pay the listed fees above per my agreement with FCCLA.* INITIAL _____

CEREMONY TOTAL \$ _____

BOOKING FEE DUE (with signed agreement) \$ - 1,000

TOTAL BALANCE DUE ____/____/____ (60 Days Before Wedding Day) \$ _____



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RECEPTION INFORMATION

Cocktail Hour: from: _____ to _____

Reception Starts: _____ Rental Block (8 hours TOTAL) from: _____ to: _____

Venue(s) Requested: Stuart Hall _____ Barnum Room _____ Amanda Scott _____

Mayflower Courtyard _____ Forecourt _____ Plymouth (PM) _____ Founders _____

() PLATINUM DEAL SPECIAL () FCCLA RECEPTION TBD () No FCCLA Reception

Will you be using one of our Preferred Caterers? Yes No, I will bring my own caterer.

Catering Company Name: _____ Phone Number: _____

**There is a \$1500 buy-out fee to bring in an outside caterer. They will need to provide a catering license and certificate of liability insurance with "FCCLA" as additional insured.*

_____ FCCLA supplies ONLY the Venue Space Agreed, White Padded Folding Resin Chairs & Assorted Tables - *Stacking Banquet Chairs Also Available upon Request*

_____ ALL Linens, Florals, Lighting, Draping (Hanging Fabric), Music/DJ, Bar Service and Catering are the Sole & Complete Responsibility of the Signed Couple. All Planning, Discussions, Contracts & Payment. Signed Releases, (& Possibly Insurance)*, is required from all vendors

_____ **ALL BAR NEEDS MUST ONLY** go through our Preferred Bar Service First Street Cuisine. They Offer a Wide Range of Packages for Beer, Wine, Champagne & Liquor. **You are not permitted to bring your own alcohol.** They are fully insured & will pull all necessary permits required.

_____ FCCLA is Happy to Offer & Provides a Preferred Vendor List. The ONLY Requirement is that the **Caterer MUST be a Preferred FCCLA Vendor** (or a \$1,500 Buy-Out Fee will be incurred). **FCCLA MUST APPROVE CATERER THAT IS BEING USED FOR BUY-OUT PRIOR TO BOOKING**



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RECEPTION RENTAL FEES: 8 Hour Time Block

Platinum Deal Special - (1) Cocktail Hour & (1) Reception Space (\$2,750)

SELECT One Location for Reception ONLY or Two* for SPECIAL

Stuart Hall / Forecourt (\$2,450)

Barnum Room / Mayflower Courtyard / Amanda Scott / Founders (\$2,100)

RECEPTION RENTAL FEE \$ _____

***REQUIRED Refundable Security Deposit** for Reception Space (\$500) \$ _____ +500

(Returned promptly within 2 weeks Post wedding if No Additional Damages/Overages/Costs were incurred)

Additional Fee, if NO Professional Coordinator for Reception (\$800) \$ _____

Reception Extras: BOSE 1 SPKR Sound System (\$500) / Propane Heat Lamps (\$75/each) \$ _____

Additional Staffing: Facilities for 250+ guests (\$200) \$ _____

Additional Security (\$200/4 hour minimum block) \$ _____

Additional Time: \$250/per 30 minute block (Receptions are not Permitted Past 11pm) \$ _____

Buy-Out Fee for Any Outside Catering (\$1500) \$ _____

I agree to pay the listed fees above per my agreement with FCCLA INITIAL _____

RECEPTION SUBTOTAL: \$ _____

BOOKING FEE DUE (with signed agreement) \$ - 1,000

TOTAL BALANCE DUE _____/_____/_____(60 Days Before Wedding Day) \$ _____



FIRST CONGREGATIONAL CHURCH
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CHURCH POLICIES:

We are so very happy & grateful that you have chosen to have your wedding here with us at FCCLA. We are a very progressive, traditional & open church that holds certain values, beliefs & requirements that we would like to share below. Please take a moment to review the information & feel free to ask any questions if needed.

- An FCCLA Minister will not participate in your Ceremony if you are bringing in a Guest Minister.
- Either a Male or a Female FCCLA Minister will be assigned to your wedding, based on availability. Please note that we do not take special requests for Ministers based on gender.
- Please know we proudly host Wedding Ceremonies for Inter-Faith & LGBT Couples at our church.
- Only our Organist is allowed to play the instrument.
- Pre-Recorded Music is allowed for Wedding Ceremonies **ONLY IF** Organ is not used.
- All songs for your ceremony are chosen from our pre-approved wedding repertoire. The Wedding Manager will need to approve any music that deviates from the supplied list **OR** a song you'd like added.

CEREMONY FEES INCLUDE:

- 3-Hour Time Block for Set-Up, Ceremony, Pictures & Clean up
- 1-hour Wedding Rehearsal. Guest Minister, Coordinator and Wedding Party **MUST** be in attendance
- Wedding Suite & Deacons Room
- FCCLA Venue Supervisor, (This is **NOT** a Coordinator), for Rehearsal & Ceremony for **up to 250 guests. Over 250 guests (and/or wedding parties more than 12) is \$150 for an additional Venue Supervisor.**
- FCCLA Minister to Officiate Rehearsal & Ceremony, (UNLESS Couple Chooses to have a Guest Officiant)
- FCCLA Organist & Organ on Wedding Day
- FCCLA Audio Specialist on Wedding Day for Mics & will provide Audio CD of Ceremony
- Security Guard at Gate
- Facilities Staff up to 400 guests. Over 400 guests (or for special setup requests) is \$200 per additional staff
- Parking in Supplied Lot (based on availability)
- Included Upon Request: 1 Unity Candle Stand, 2 Candelabra Stands, White Candles, Easel, 2 Sign-In/Gift Tables, 4 Chairs, 1 Kneeling Bench, Communion Table
 - *CHOICE of VARIOUS COLOR(S) LED LIGHTING in Sanctuary*

RECEPTION FEES INCLUDE: *Set-Up Times MAY be extended when/if Possible**

- Cocktail Hour: *4-hour time* block for set up, event, clean up, and vendor tear down*
- Seated Reception: *10-hour time* block for set up, event, clean up, and vendor tear down*
- Tables and chairs for up to 400 guests (*Over 300 guests additional chairs/tables may need to be rented*)
- FCCLA Wedding Venue Supervisor
- Security Guard
- Parking Lot Included **(based on availability)*

INITIAL _____



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TERMS AND CONDITIONS:

This agreement between First Congregational Church of Los Angeles ("FCCLA") and the Client(s) signing below is for venue space rentals provided by FCCLA.

Waiver:

Client shall indemnify, defend and hold FCCLA, its employees, contractors, officers, directors, shareholders, agents, vendors, retainees, and subcontractors harmless from and against any and all claims, losses, damages, causes of action, suits, and liabilities of every kind, including all expenses of litigation, court costs, and attorney's fees, due to the claimed injury to or death of any person, or for damage to or loss of any property, caused, directly or indirectly, solely or jointly, by the negligence and/or intentional acts of one or more of the following: client, his, her or its employees, contractors, agents, guest invitees, attendees, or any other person or entity involved in any way with or attending the event. Client shall hold harmless FCCLA in the event of illness, injury, act of God, or any situation beyond the control of FCCLA that prevents FCCLA from performing its duties. It is understood and agreed that FCCLA shall in no way be held liable for any breach of this contract by the Client, Vendor(s), or any agreements between Client and Vendor(s). The Client must notify FCCLA of ANY changes in a timely manner, preferably in writing. Any changes made to the original agreement must be made in writing and signed by all parties.

Music:

Other musicians and vocalists may be used, but all song choices must be approved by FCCLA. Only the FCCLA Organist can play the organ. Should any rehearsals with vocalists be necessary on behalf of the Organist, a rehearsal fee of \$100/hour will be charged.

Ministers:

At least one pre-marriage meeting is required with the assigned FCCLA Minister IF they officiate Client's wedding (to be arranged with minister).

****Couples not yet Married MUST Provide a Marriage License to Officiating FCCLA OR Guest Officiant at the Wedding Rehearsal.***

FCCLA Welcomes Couples that are already Married & would like to have a Ceremony, (No Marriage License would be Required)

Preferred Caterers: FCCLA works with a list of "preferred caterers" to choose from. Preferred caterers operate on a separate fee schedule and are not a part of or included in the rental of the venue. FCCLA is not responsible for any agreements between Client and Caterer.

Catering Buy-Out:

FCCLA MUST APPROVE THE CATERER PRIOR TO BOOKING FOR "BUY-OUT" FOR RECEPTION

Should Client choose an outside catering company, a "Buy-Out Fee" will be added to the cost of reception. Outside caterer must provide FCCLA with a copy of business license and certificate of liability insurance in the amount of \$1,000,000 naming FCCLA as additional insured, no less than four (4) weeks prior to wedding date. Outside caterer will have absolutely no access to FCCLA kitchen, including but not limited to refrigeration, stoves, ovens, sinks, dishwashers, or ice machine. Caterer must set up and clean up within the specified time block scheduled in this agreement; any time overages will be charged at a rate of \$250 per half-hour. Any dispute of time overage charges incurred between the Client and the Caterer will not involve FCCLA. FCCLA assumes no responsibility for loss or damage to equipment or rentals. Caterers will sign a Vendor Rules form, to be provided by FCCLA, to return no less than two weeks prior to event. Client and/or outside Caterer will be responsible for renting any reception rentals and food-service staffing.

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Vendors/Decorations:

Vendors working on FCCLA premises must sign and abide by the "Vendor Rules and Guidelines" provided by the Wedding department no less than two (2) weeks prior to wedding date. FCCLA may recommend vendors to the Client but are in no way liable for the conduct of vendor. Some vendors will be required to submit liability insurance for \$1,000,000 with FCCLA listed as additional insured. Vendors must set up and clean up within specified time block scheduled in this agreement; any time overages will be charged at a rate of \$250 per half-hour. Any dispute of time overage charges incurred between the Client and the vendors will not involve FCCLA. FCCLA assumes no responsibility for loss or damage to equipment or rentals. Flash photography is allowed during the wedding party's processional (entrance) and recessional (exit) but is restricted during the actual ceremony service. Photographers are not allowed to walk through or around the altar area, but can stand at either side of the choir pews. No candles are allowed in the Sanctuary unless provided by FCCLA. ONLY WHITE flower petals (fresh), are permitted in the Sanctuary. All Petals & Runners must be cleaned/Picked Up by Florist OR other Individual OR a CLEAN UP FEE of \$200 will be charged. BIRDSEED, CONFETTI, GLITTER & RICE are NOT allowed on the premises A FEE OF \$300 WILL BE Taken from Deposit. No tape, nails or any other adhesives are allowed that would potentially leave a permanent mark unless approved by Manager. Candles may be used in reception spaces, but flames must be enclosed in glass globes for safety and fire issues with Managers Approval.

Outdoor Rentals:

In case of inclement weather, including rain, or the Client's desire to move the event inside due to weather, FCCLA will provide indoor space as available or, alternatively, Client may wish to reserve a tent, at their own expense, prior to the event. Indoor space is on a first come first served basis and priority goes to groups already booked for indoor events. All extra costs for moving indoors will be charged to Client, including but not limited to additional labor costs. FCCLA will do its best to accommodate Client due to inclement weather but may not be able to accommodate all requests as changes are made closer to wedding date. COUPLE MUST GIVE A 5 DAY PRIOR NOTICE - \$250 Additional Moving Fee will be Added.

Additional Fees:

Client shall pay by the hour (\$250 per half-hour) for any time overages and/or if requested by Client. Time overages applies to wedding ceremony rehearsals that last more than one hour or any set-up or strike that falls outside of their timeblock.. Additional charges may also include additional clean up from catering or damages to FCCLA property. Any extra charges the Client owes will be notified by FCCLA within one (1) month after the event.

Payment:

- A \$500 non-refundable booking fee **per Ceremony & Reception space** is due upon signing this agreement.
- FCCLA accepts checks, cashier's checks, and money orders.
- **Please make all checks payable to "FCCLA."**
- FCCLA accepts credit cards but Client will be charged a 5% Processing Fee. FCCLA DOES NOT ACCEPT CASH.
- FCCLA will not hold Client's wedding date without a signed agreement & a booking fee.
- The Client's final payment is due TWO (2) months prior to the wedding date.
- Unpaid balances due to FCCLA shall accrue interest at 3% per month from the date due until paid in full.

**Client Shall Pay a \$50 Fee for ANY Returned Checks*

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Cancellations/Postponements:

This agreement may be cancelled by either party in writing for any reason. If Client decides to cancel the event or terminate the rental service for any reason, the INITIAL Non-Refundable Booking Fee IS Non-Refundable.

If Client decides to cancel the event or terminate the rental service within one (6) months prior to the event date, Client will forfeit the initial booking fee and pay half (30%) of the remaining balance due immediately upon cancellation.

Client is responsible for informing all contracted vendors about the postponement and abide by vendors' own postponement policy.

General Terms:

This agreement constitutes the entire agreement between the parties pertaining to the wedding and supersedes all prior or contemporaneous agreements, representations or understandings of the parties. No representations or warranties are made by any party except as specifically set forth in this agreement. No supplement, modification, or amendment of this agreement shall be binding on the parties unless executed in writing by all the parties. In the event of litigation regarding this agreement, the prevailing party shall be entitled to reasonable attorney's fees and related expenses. This agreement will be exclusively construed in accordance with, and governed by, the laws of the State of California. Any action, arbitration or other proceeding to enforce or interpret the provisions or terms of this agreement shall be brought exclusively in Los Angeles, California.

Model Release:

FCCLA reserves the right to use photographic likeness in all forms of media, advertising, trade, and any other lawful purpose with Clients Permission.

I have read and understand the listed terms and conditions of this agreement as well as the complete Wedding Policies of First Congregational Church of Los Angeles (FCCLA). I understand that these policies are non-negotiable and that failure to comply may result in the cancellation of our wedding.

Client Signature: _____ Print: _____ Date: _____

Client Signature: _____ Print: _____ Date: _____

FCCLA Signature: _____ FCCLA Events Manager Rcvd: _____

Please Mail Payment Balances To :

F C C L A

Attn: Wedding Dept.

540 S. Commonwealth Ave.

L.A. CA 90020

GRAND TOTAL BALANCE DUE \$ _____

**(Including \$ _____ Refundable Security Deposit)*

**(60 Days Before Wedding Date) _____/_____/_____*