

Wedding Rental Agreement

Old Zion Church, Reifsnnyder Road, Lititz, PA 17543

Intending to be legally bound, Old Zion Church leases to Renter and Renter takes from Old Zion Church, the property described below upon all the terms, covenants, and conditions described in the church rental agreement hereto and as hereinafter set forth. Rental season **second weekend in April through second weekend of October.**

Property Being Rented

The property subject to this Lease is the first floor and second floor balcony and walkways to and from the parking lot, and lawn area excluding the cemetery.

Lack of Conveniences

The Renter is aware that Old Zion Church has no form of heat or air conditioning, no electricity, no running water, and no formal restroom facilities. Old Zion Church will make arrangements for a portable restroom ('porta potty') to be available on the day of your rehearsal and wedding. It will sit on the edge of the woods, beside the church shed. Although the outdoor pump dispenses water, it is not recommended for drinking.

Handicap Accessibility

The church is not handicap-accessible.

Rental Season

The church is available for rental between the second Saturday of April through the second Saturday of October.

Securing a Rental

The church will not be considered 'reserved' until the Renter has met in person with our Rental Coordinator to review and discuss the specifics of our Wedding Rental Agreement, the Renter has submitted a signed Wedding Rental Contract, and our Rental Coordinator has received full payment. This agreement is subject to prior rental.

Rental Fees

The church may be rented for \$600. The rental fee includes a one-hour rehearsal prior to the wedding day and a rental window of two hours on the day of the wedding. \$200 will be refunded (see conditions listed below under 'Refunded Fees').

Additional Time

When completing the Wedding Rental Contract, the Renter may add time to their one-hour rehearsal or two-hour wedding day rental window. An extra \$200 per hour will be charged, and is due when payment is made to reserve the church.

Refunded Fees

Old Zion Church will return \$200 to the Renter within 30 days of the rental under the following conditions: the Renter stayed within their one-hour rehearsal time, the Renter stayed within their two-hour wedding day rental window, there was no damage to the church or property by the Renter or guests (invited or otherwise), and all guidelines listed in this agreement were followed by the Renter, musicians, photographers, florists, decorators, bridal party, and guests.

Additional Fees

If the Renter requests or requires more time beyond the agreed upon rental times listed on the Wedding Rental Contract, or there is damage to the church or property made by the Renter or their guests (invited or otherwise), Old Zion Church will invoice the Renter for that additional time (at a rate of \$200 per extra hour) and/or for the cost of repairs required to mend damages to the church, cemetery, fence, or surrounding church grounds.

Cancellations

If the Renter terminates this Lease before the wedding date listed on the Wedding Rental Contract, Old Zion Church will return \$400 of the \$600 paid to reserve the church.

Sanctity

The church, cemetery, and surrounding grounds are sacred and are to be treated with reverence and respect.

Children

Considering the age and historical value of the church, children must be kept close and supervised at all times. Running in or around the church, or climbing on pews or stairs, is not permitted. Food and drink are not permitted inside the church or on church grounds. Children and babies may eat or drink inside a parked vehicle.

Capacity

The Renter may invite up to 180 guests. The first floor of the church can comfortably accommodate approximately 130 guests. The remainder of the guests may be seated on the second floor gallery of the church. Due to our limited parking area, wedding invitations should encourage the bridal party & guests to carpool or meet up at the reception site and carpool to the church and back.

GPS Address

The following address can be listed on invitations: 270 Reifsnyder Road, Lititz, PA 17543. This is the address of the home directly across the road from Old Zion Church.

Guest Parking

Board Members of Old Zion Church will volunteer their time to direct parking during your two-hour wedding day rental window. Due to our limited parking area, wedding invitations should encourage the bridal party & guests to carpool or meet up at the reception site and carpool to the church and back.

Restrooms

Old Zion Church will make arrangements for a portable restroom ('porta potty') to be available on the day of your rehearsal and wedding. It will sit on the edge of the woods, beside the church shed.

Officiant

The Renter is responsible for securing an officiant.

Music

The Renter is responsible for securing musicians, singers, and/or musical instruments.

- a. Use of the pump organ on the second floor gallery is permitted, but only by an organist that has been approved by the Old Zion Board of Directors. Old Zion Church is not responsible for inoperability of the

organ on the day of the event. Contact information for a local organist who is familiar with our pump organ is available from our Rental Coordinator.

- b. All other music must be generated by the human voice, handheld wind instruments, handheld string instruments, or battery-powered music devices (keyboard, iPod with small portable speaker, etc.).
- c. Instruments must be small enough that they can be carried in and out of the church by one person (cello, fiddle, violin, harp, flute, etc.). If an instrument cannot be carried into the church by one person (without the assistance of a hand truck), it is not permitted. Therefore, pianos, and drums are not permitted.
- d. Contact information for local musicians who have played in the church are available from our Rental Coordinator upon request.

Food & Drink

Food, drink, and snacks are not permitted by adults or children on church grounds, inside the church, or in the cemetery due to the original condition of the historic church and grounds. Old Zion Church is not a reception venue.

Tobacco & Alcohol

Alcoholic beverages, illegal drugs, and smoking of any kind (including vaping) are not permitted.

Decorations

The Renter must make arrangements to have all decorations set up during the one-hour rehearsal and/or within the two-hour wedding day rental window.

- a. Flowers and other decorations may be placed on the water pump & trough, corners of the church steps, church doors, communion cupboard, and windowsills located on either side of the pulpit.
- b. Decorations and floral arrangements must be lightweight and not require watering or misting.
- c. Hanging objects from the chandelier, wineglass pulpit, balcony, or ceiling are not permitted.
- d. Nails that already exist on the church doors, columns, and other areas throughout the church may be used. Hammering new nails into wood or using tape, glue, putty, Velcro, Command hooks, staples, or tacks is not permitted.
- e. Artificial petals may be tossed on the wooden floors prior to the bride's entrance.
- f. Unity candle sets are permitted, but must be 'dripleless' and surrounded by glass globes. The globes prevent damage to the communion cupboard and keep the flame from being extinguished by cross breezes during the ceremony. If your unity candle is not dripleless, please notify our Rental Coordinator so ways to protect the wood on the communion cupboard can be discussed and planned in advance.
- g. Upon request, Old Zion Church will provide the Renter with three dripleless candles, three rustic candleholders, and three glass hurricane 'globes' at no extra charge. These candles (with glass globes) may be lit and placed in the windowsills located on either side of the wineglass pulpit and on the communion cupboard only. Candles may be placed in wall sconces, but must not be lit. Lighted candles are not permitted on the second floor at any time.

Photography

The Renter must make arrangements to have indoor photos taken within the two-hour wedding day rental window. Outdoor photos may be taken before and/or after the two-hour wedding day rental window, at which time the church will be locked. Please notify our Rental Coordinator if you plan to be on church grounds before or after your rental window. Photos are not permitted in the cemetery. The wineglass pulpit and the stairs leading to it are to be used by the officiating clergy only. Group photos are not permitted on the stairs leading to the pulpit.

Canopy

The Renter is permitted to erect a small portable 10' x 10' canopy for the purpose of staying dry in the event of rain. Please notify our Rental Coordinator if you are planning on setting up a canopy.

Windows & Doors

The Renter will not open any windows or doors. Board Members of Old Zion Church will be present at the rehearsal and wedding, and will be responsible for opening doors and windows as needed. Brick doorstops must be used in order to prevent doors from blowing open or slamming shut.

Communion

If the bride & groom plan to consume bread or wine for Communion as part of their ceremony, please notify our Rental Coordinator. Prior approval by the Old Zion Board of Directors will be required.

Receiving Line

To help keep the Renter within their two-hour rental window, Old Zion Church suggests not having a receiving line. Instead, Old Zion Church suggests having the Best Man make an announcement after the bridal party has exited the church. The announcement should ask guests to head to the reception site, where they will be 'received' by the bride & groom. Doing so will allow the happy couple a little quiet time together inside the church, and allow time for indoor photos before the church is locked. Throwing rice, birdseed, artificial flower petals, confetti, or any other debris inside or outside of the building is not permitted. Alternatives such as ribbon wands and bubbles are permitted for use outside.

Animals

Animals are not permitted on church property, except certified service animals.

Clean Up

The Renter will be responsible for a thorough clean-up of the church property to the same condition as that preceding the rental. Clean up must take place immediately following the event. If Renter fails to commence the required clean up immediately following the rental, Old Zion Church may cause such clean up to be completed, the cost of which will be paid by the Renter. The Renter also forfeits claim to all decorations that are left behind.

Repairs

At all times during the rental period, Renter will take all actions necessary to maintain the church in good order and repair. The Renter will pay for all repairs to the church and other parts of Old Zion Church's property which are necessitated by any acts of lack of due care on the part of the Renter or guests, invited or otherwise.

Lost & Found

Old Zion Church is not responsible for any items, lost or stolen, at the time of the event. However, every effort will be made to locate the owner of any items left behind.

Supervision

The Renter understands that Board Members of Old Zion Church reserve the right to be present at the event or any other time the Renter or the Renter's representative is in the building.

Event Insurance

The Renter is not required to purchase Event Insurance.

Indemnification of Old Zion Church

Renter agrees to indemnify and hold the Old Zion Board harmless of, from, and against all claims, actions, damages, liabilities, and expenses including attorney fees asserted against Old Zion Church or its Board Members on account of injuries to person or damage to property whether or not any such damages or injury may be caused either proximately or remotely, wholly or in part, by any act or omission, whether negligent or not, of the Old Zion Church or its Board Members or any of their agents, servants, employees, patrons, or guests (while such guests are on the rented premises) or any other person entering upon the rented premises under or with the expressed or implied invitation of the Renter, or if any such injury or damage may in any other way arise from or out of the occupancy or use of the Renter and his or her agents, employees, and guests of the rented premises. This paragraph is for the benefit of the Old Zion Church and Board of Directors only and no right of action will accrue to any third party by way of subrogation or otherwise.

Authority of Renter

If the Renter is other than an individual, the undersigned individual represents that s/he has the authority to execute this Wedding Rental Agreement on behalf of the Renter and further agrees to personally guarantee all liabilities of the Renter hereunder.

Communication

Please share copies of this agreement with all people involved with your wedding (see suggestions below). Doing so will ensure all persons involved are informed of what the Renter has agreed to when they signed the Wedding Rental Contract, and ensure that you receive your \$200 refund thirty days after your wedding rental (if all conditions are met).

- Parents
- Bridesmaids
- Groomsmen
- Wedding Planner
- Decorator(s) & Florist(s)
- Musician(s)
- Photographer(s) & Videographer(s)

Questions

Contact our Rental Coordinator with questions:

Dottie Boyd
117 Laurie Lane
Lititz, PA 17543
717.626.4767

Wedding Rental Contract

Old Zion Church, Reifsnnyder Road, Lititz, PA 17543

This rental contract is made between Old Zion Church, Reifsnnyder Road, Lititz, Pennsylvania and the undersigned Renter. The Renter acknowledges that s/he has had an opportunity to read the Wedding Rental Agreement, which precedes this Wedding Rental Contract prior to signing it. The Renter will complete this Wedding Rental Contract and return it to the Rental Coordinator of Old Zion Church. Our Rental Coordinator will make copies of this Wedding Rental Agreement and this signed Wedding Rental Contract, then mail copies of both to the Renter. Those copies will serve as the Renter's proof that the church has been reserved in the Renter's name on the date s/he requested. The Renter agrees to be legally bound by all of the terms of the Wedding Rental Agreement and Wedding Rental Contract.

Rehearsal Date (MM/DD/YY): ____/____/____ Rehearsal Time (one hour): ____:____ to ____:____

Wedding Date (MM/DD/YY): ____/____/____ Rental Window (two hours): ____:____ to ____:____

Ceremony Start Time: ____ : ____ Number of Guests You Plan to Invite (must be less than 180): ____

Rental Fees:

\$600 (one-hour rehearsal prior wedding & two-hour rental on day of wedding)

\$200 for each additional hour (# of additional hours requested: ____)

Total Due: \$ _____ Check #: _____ Date Received: _____

Renter's Full Name: _____ Bride Groom Other: _____

Renter's Mailing Address _____

Home _____

Work _____

Cell _____

E-Mail _____

How did you hear about Old Zion Church?

Family Member Friend Google Search theknot.com Facebook Zootropolis

Other: _____

I, _____, have carefully read and understand the
(Printed Name of Renter)

Wedding Rental Agreement and Wedding Rental Contract, have met with the Rental Coordinator of Old Zion Church, and agree to abide by the conditions outlined above.

Renter's Signature: _____

Renter's Printed Name: _____ Date: _____

Rental Coordinator's Printed Name: _____ Date: _____

Rental Coordinator's Signature: _____ Date: _____

If you have any questions before or after signing this this contract, or need to change any of the information you provided on the Wedding Rental Contract (contact info, times, guest totals, etc.) please contact our Rental Coordinator:

Dottie Boyd
117 Laurie Lane
Lititz, PA 17543
717.626.4767
dottieboyd@gmail.com

Wedding Rental Contact Information

Wedding Date (MM/DD/YY): ____/____/____

BRIDE

Name: _____

Mailing Address

Home _____

Work _____

Cell _____

E-Mail _____

GROOM

Name: _____

Mailing Address

Home _____

Work _____

Cell _____

E-Mail _____

WEDDING COORDINATOR

Name: _____

Mailing Address

Home _____

Work _____

Cell _____

RETURN REFUND TO:

Name: _____

Mailing Address

Home _____

Work _____

Cell _____

E-Mail _____

E-Mail _____