

# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnyder Road, Lititz, PA

[www.oldzionchurch.org](http://www.oldzionchurch.org)

## Invitation of Interest

Thank you for your interest in Old Zion German Reformed Church. Please note that the facility is a historical property without handicap accessibility. The church, cemetery, and surrounding grounds are sacred and are to be treated with reverence and respect. Your signature of this contract signifies that you agree to the understanding of this contract and the stipulations there in.

## Rental Fees

The church may be rented for \$675. The rental fee includes:

- 1½ hours for a rehearsal prior to the wedding date
- 3 hours on the day of the wedding (for set up, ceremony, photos, clean up)
- one opening of the church for planning purposes after the contract is signed & payment is made

## Rental Season

The church is available for rental between the second Saturday of April through the second Saturday of October. **No exceptions will be made.** Check online event calendar at [www.oldzionchurch.org](http://www.oldzionchurch.org) to view rental availability.

## Capacity

The Renter may invite up to 180 guests. The first floor of the church comfortably accommodates approximately 130 guests. The remainder of the guests may be seated on the second floor of the church. Due to our limited parking area, wedding invitations should encourage the bridal party & guests to carpool.

## Lack of Conveniences

Old Zion German Reformed Church (built in 1813) has no electricity or running water. There is no heat or air conditioning nor formal restroom facilities. There is a permanent portable restroom on site. The historic water pump on site is not operational.

## Accessibility

The church is not handicap-accessible.

## Parking

Board Members of Old Zion German Reformed Church volunteer their time to direct parking during the rental. Parking area is limited, invitations should encouraged carpool.

# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnnyder Road, Lititz, PA

[www.oldzionchurch.org](http://www.oldzionchurch.org)

## Property

The first and second floor balconies, the walkways to and from the grass parking lot, and the lawn area surrounding Old Zion German Reformed Church are subject to this lease. The cemetery property is not included in this lease.

## Tour of Property

One tour of property is included for planning purposes. Contact [oldzionchurch@gmail.com](mailto:oldzionchurch@gmail.com) to confirm tour.

## Securing a Rental

The church will not be considered 'reserved' until the Renter has submitted a completed & signed Wedding Rental Contract along with full payment of \$675. Mail completed contract payment (check written to 'Old Zion Church') to:

Attn: Weddings  
Old Zion Church  
P.O. Box 103  
Lititz PA 17543

## Additional Time

When completing the Wedding Rental Contract, the Renter may add time to their 1½-hour rehearsal or three-hour wedding day rental window. An extra \$200 per hour will be charged and is due when payment is made to reserve the church. Additional openings of the church can be arranged for an additional \$200 per opening to view the property. **This request must be made with your contract application.**

## Additional Fees

If the Renter requests or requires more time beyond the agreed upon rental times listed on this Wedding Rental Contract, or there is damage to the church or property made by the Renter or their guests, Old Zion German Reformed Church will invoice the Renter at a rate of \$200 per extra hour and/or for the cost of repairs.

## Cancellations

If the Renter terminates this Lease before the wedding date listed on the Wedding Rental Contract, Old Zion German Reformed Church will return all fees paid to reserve the church.

## Conduct and Behavior

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

# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnyder Road, Lititz, PA

[www.oldzionchurch.org](http://www.oldzionchurch.org)

## Food & Drink

Old Zion German Reformed Church is not a reception venue. 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. Food trucks are not permitted.

## 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 German Reformed 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 this 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 drum sets are not permitted.

d. Contact information for local musicians who have played in the church is available from our Rental Coordinator upon request.

## Children

Children must be 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 in parking area.

## GPS Location

Location for invitations: 187 Reifsnyder Road, Lititz, PA.

## Officiant

The Renter is responsible for securing an officiant.

# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnyder Road, Lititz, PA

www.oldzionchurch.org

## Tobacco & Alcohol

Alcoholic beverages, smoking of any kind (including vaping), and illegal drugs are not permitted. This stipulation includes all guests and members of the wedding party.

## Decorations

The Renter must make arrangements to have all decorations set up during the 1½-hour rehearsal and/or within the three-hour wedding day rental window.

- a. Floral arrangements must be lightweight and not require watering or misting. Silk or dried flowers are strongly encouraged.
- b. Flowers and other decorations may be placed on the water pump & trough, corners of the church steps, communion cupboard, and windowsills located on either side of the pulpit only.
- c. Existing nails on the church doors, columns, and other areas throughout the church may be used to hang lightweight decorations. Watering or misting is not permitted, therefore silk or dried flowers are strongly encouraged.
- d. Hammering new nails into wood or using tape, glue, putty, Velcro, Command hooks, staples, or tacks is not permitted.
- e. Hanging objects from the chandelier, wineglass pulpit, balcony, or ceiling is not permitted.
- f. Throwing rice, birdseed, real or artificial flower petals, confetti, or any other items inside or outside of the church is not permitted. Alternatives such as ribbon wands and bubbles are permitted for use outside the church.
- g. Unity candle sets are permitted but not provided and must be 'dripless' 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.
- h. Upon request, Old Zion German Reformed Church will provide the Renter with the use of three dripless candles, three candleholders, and three glass hurricane 'globes'. 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. Use of the wall scones and chandelier are not permitted.

# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnyder Road, Lititz, PA

[www.oldzionchurch.org](http://www.oldzionchurch.org)

## Communion

The bride & groom only may consume bread and/or wine for Communion as part of their ceremony. The wine must be kept in a container with a tight-fitting lid that would stay in place if the container was accidentally knocked over. All communion items should be kept on a tray, and the communion cupboard should be covered with an absorbent cloth to catch any possible spills that could occur.

## Photography

The Renter must have indoor photos taken within the three-hour wedding day rental window. Outdoor photos may be taken before and/or after the three-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 officiant only. **Group photos are not permitted on the stairs leading to the pulpit.**

## Receiving Line

To keep the Renter within their three-hour rental window, Old Zion German Reformed Church suggests not having a receiving line. Instead, we suggest 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.

## Animals

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

## In Case of Rain

The Renter is permitted to erect a small portable 10' x 10' canopy for the purpose of keeping the wedding party dry prior to service. The renter is responsible for purchasing, erecting, and dismantling the canopy within the three hour rental window.

## Windows & Doors

The Renter may not open any windows or doors. Board Members of Old Zion German Reformed 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.

# **Old Zion German Reformed Church Wedding Rental Contract**

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnyder Road, Lititz, PA

[www.oldzionchurch.org](http://www.oldzionchurch.org)

## **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 the Renter fails to clean up immediately following the rental, Old Zion German Reformed Church volunteers will clean up, the cost of \$200 per hour which will be paid by the Renter. The Renter forfeits claim to any decorations that are left behind.

## **Repairs**

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 damage and repairs to the church and other parts of Old Zion German Reformed Church's property caused by the Renter or guests.

## **Lost & Found**

Old Zion German Reformed Church is not responsible for any items, lost or stolen, at the event.

## **Supervision**

The Renter understands that Board Members of Old Zion German Reformed Church will 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 German Reformed 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 German Reformed 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 German Reformed 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 German Reformed Church and Board of Directors only and no right of action will accrue to any third party by way of subrogation or otherwise.

# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnnyder Road, Lititz, PA

www.oldzionchurch.org

## Authority of Renter

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

## Communication

Please share copies of this agreement and/or communicate the expectations you agreed to with all people involved in your wedding including:

- Best Man & Maid/Matron of Honor
- Bridesmaids & Groomsmen
- Wedding Planner
- Decorator(s) & Florist(s)
- Musician(s)
- Photographer(s) & Videographer(s)

This rental contract is made between Old Zion German Reformed Church, P.O. Box 103, Lititz, PA 17543 and the undersigned Renter. The Renter acknowledges that she/he has had an opportunity to read the 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 German Reformed Church. The Renter agrees to be legally bound by all terms of the Wedding Rental Contract.

Wedding Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Renter's Name: \_\_\_\_\_  Bride  Groom  Other: \_\_\_\_\_

Number of Guests You Plan to Invite (must be less than 180): \_\_\_\_\_

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

Wedding Day Rental Window start time (3 Hr.): \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Rehearsal Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Rehearsal Time (1½ hours): \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543  
GPS Location (not a mailing address) 187 Reifsnyder Road, Lititz, PA  
www.oldzionchurch.org

## Rental Fees:

- \$675 (1½ hours for rehearsal prior to wedding & 3-hours day of wedding)
- \$200 for each additional hour (# of additional hours requested: \_\_\_\_\_)

Total Due: \$ \_\_\_\_\_  Check # \_\_\_\_\_

I, \_\_\_\_\_, have carefully read and understand the  
(Name of Renter)

Wedding Rental Contract and agree to abide by the conditions stated.

Renter's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Renter's Mailing Address \_\_\_\_\_  
\_\_\_\_\_

How did you hear about Old Zion German Reformed Church?

- Family Member
- Friend
- Google Search
- TheKnot.com
- Facebook
- Instagram
- Other: \_\_\_\_\_



# Old Zion German Reformed Church Wedding Rental Contract

Mailing Address: P. O. Box 103, Lititz PA 17543

GPS Location (not a mailing address) 187 Reifsnyder Road, Lititz, PA

www.oldzionchurch.org

## FOR RENTAL COORDINATOR'S USE ONLY:

Date Paper Contract & Check Were Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Date Check Was Given to Treasurer: \_\_\_\_\_  Mailed  In person

Date Contract and Payment was Received: \_\_\_\_\_

Date Renter Was Contacted to Confirm Receipt: \_\_\_\_\_

## Wedding Party Contact Information

Wedding Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>BRIDE</b>
Name:
Phone (    )    --
E-Mail
<b>GROOM</b>
Name:
Phone (    )    --
E-Mail
<b>WEDDING COORDINATOR</b>
Name:
Phone (    )    --
E-Mail
<b>CONTACT PERSON ON WEDDING DAY</b>
Name:
Phone (    )    --
E-Mail