

Old Zion German Reformed Church Wedding Rental Contract

187 Reifsnyder Road, Lititz, PA 17543 (GPS address only)

www.oldzionchurch.org

Rental Season

The church is available for rental between June 18 – October 8, 2022. No exceptions will be made. Please check our online event calendar at www.oldzionchurch.org to see if the church is available for rental on the date(s) you have in mind.

Capacity

The Renter may invite up to 150 guests. The first floor of the church can comfortably accommodate approximately 120 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 or meet up at the reception site and carpool to the church and back.

Lack of Conveniences

Old Zion German Reformed Church has no electricity or running water. Therefore, there is no form of heat or air conditioning nor formal restroom facilities. There is a permanent portable restroom on site beside the white church shed. It is cleaned on a regular basis and contains a handwashing station. The historic water pump on site does not work.

Accessibility

The church is not handicap-accessible.

Parking

Board Members of Old Zion German Reformed Church will volunteer their time to direct parking during your rental. 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.

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 is not included.

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

Tours

Want to get a look inside the church before you make a final decision? Come visit us online or on person. 360 degree views of our church as well as Open House dates can be found on our website at www.oldzionchurch.org.

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Securing a Rental

Please check our online event calendar to see if the church is available for rental on the date(s) you have in mind. Go to www.oldzionchurch.org. The church will not be considered 'reserved' until the Renter has submitted a completed & signed Wedding Rental Contract and our Treasurer has received payment in full. This Wedding Rental Contract may be completed online at www.oldzionchurch.org. Payment may be made online at www.oldzionchurch.org. This contract may also be completed the old-fashioned way and mailed via the US Postal Service. Mail completed contract along with a personal check written out to 'Old Zion German Reformed Church' to: Attn: Wedding Comm., Old Zion Church, PO 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.

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 (invited or otherwise), Old Zion German Reformed 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 German Reformed Church will return all fees 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.

GPS Address

The following address can be listed on invitations: 187 Reifsnyder Road, Lititz, PA 17543.

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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 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 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 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.

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.

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 1½-hour rehearsal and/or within the three-hour wedding 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.

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- 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 debris inside or outside of the church is not permitted. Alternatives such as ribbon wands and bubbles are permitted for use outside.
- g. Unity candle sets are permitted but 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. If your unity candle is not dripless, please notify our Rental Coordinator so pretty ways to protect the wood on the communion cupboard can be discussed and planned in advance.
- h. Upon request, Old Zion German Reformed Church will provide the Renter with three dripless 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 not be lit. Lighted candles are not permitted on the second floor.

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 help 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

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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.

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 staying dry in the event of rain. The renter is responsible for purchasing, erecting, and dismantling the canopy.

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.

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 commence the required clean up immediately following the rental, Old Zion German Reformed Church volunteers will clean up, the cost of which will be paid by the Renter. The Renter forfeits claim to any 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 German Reformed 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 German Reformed 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 German Reformed 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.

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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.

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 Contract on behalf of the Renter and further agrees to personally guarantee all liabilities of the Renter hereunder.

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)

Questions

Still have questions? Check out the Frequently Asked Questions (FAQs) on our website at www.oldzionchurch.org. If you can't find the answer to your question(s) there, contact our Rental Coordinator at dottieboyd@gmail.com.

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This rental contract is made between Old Zion German Reformed Church, 187 Reifsnyder Road, Lititz, Pennsylvania and the undersigned Renter. The Renter acknowledges that s/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 (three hours): ____:____ to ____:____

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

Rehearsal Time (1½ hours): ____:____ to ____:____

Rental Fees:

\$675 (1½ hours for rehearsal prior to wedding & 3-hours on day of wedding)

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

Total Due: \$ _____ Personal Check # _____ Online

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

Wedding Rental Contract and agree to abide by the conditions.

Renter's Printed Name: _____

Signature: _____ Date: _____

Phone _____ E-Mail _____

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Renter's Mailing Address _____

How did you hear about Old Zion German Reformed Church?

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

FOR RENTAL COORDINATOR'S USE ONLY:

Date Paper Contract & Check Were Received: _____ Check #: _____

Date Check Was Given to Treasurer: _____ Mailed In person

Date Online Contract Was Received: _____ Date Online Payment Made: _____

Date Renter Was Contacted to Confirm Receipt: _____

Wedding Party Contact Information

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

BRIDE

Name: _____

Phone () _____--_____

E-Mail _____

GROOM

Name: _____

Phone () _____--_____

E-Mail _____

WEDDING COORDINATOR

Name: _____

Phone () _____--_____

E-Mail _____

CONTACT PERSON ON WEDDING DAY

Name: _____

Phone () _____--_____

E-Mail _____