

Contract for Wedding at Old Zion German Reformed Church

www.oldzionchurch.org

Please read with care:

This contract reflects the historical nature of the building and grounds. Focused on preservation, the Old Zion Church volunteer Board of Directors endeavors to maintain this unique space and the original structure.

Rental Season

The church is available for rent between the **third Saturday in June and the second Saturday in October**. The rental may be made between 10 am and sunset. The event must conclude and the entire rental party must exit before sunset. No exceptions will be made. The Old Zion Board reviews all client applications for approval.

Securing a Rental

Please use oldzionchurch@gmail.com to

1. communicate interest
2. confirm that the completed contract was mailed

Mail completed contract with personal check, payable to *Old Zion Church*,

To Old Zion Church
P.O. Box 103
Lititz PA 17543

Client contract submission will be acknowledged, the contract will go before the Board for approval, and confirmation of approval will be sent to the Client. Approved contracts will then be considered reserved.

Contracts not approved will be returned with payment.

Capacity

The Client may invite up to 125 guests. The first floor of the church can comfortably accommodate approximately 95 guests. The remainder of the guests may be seated on the church's second floor. Due to the limited parking area, wedding invitations should encourage the bridal party and guests to carpool or meet up at the reception site and carpool to the church and back.

Lack of Modern Conveniences

Old Zion German Reformed Church has no electricity or running water. The historic water pump on site does not work and is not to be used.

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Lack of Modern Conveniences

No heat, air conditioning, or formal restroom facilities exist. A permanent portable restroom on site is available to rent. If the client selects it on the application, the portable restroom will be serviced for use during the rental period.

Accessibility

The church remains in an authentic state and is not handicap-accessible.

Sanctity

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

Parking

Board Members of Old Zion German Reformed Church will volunteer their time to direct parking during the time of rental. Due to the limited parking area, wedding invitations should encourage the bridal party and guests to carpool or meet up at the reception site and carpool to the church and back. The client shall be responsible for guests leaving the parking area and grounds in a quiet and orderly manner.

Property

Subjects of the lease include the first-floor and second-floor balconies, the walkways to and from the grass parking lot, and the lawn area surrounding Old Zion German Reformed Church.

The cemetery is not included in the rental and is not to be used for any purpose associated with the wedding contract including photographs.

Tours

A tour of the church may be scheduled before making a decision to apply. Email request at oldzionchurch@gmail.com.

Additional Time

When completing the Wedding Rental Contract, the Client 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 Client 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 Client or their guests (invited or otherwise), Old Zion German Reformed Church will

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invoice the Client 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

Upon termination of this Lease 30 days before the wedding date listed on the Wedding Rental Contract, Old Zion German Reformed Church will return all fees paid to reserve the church. Cancellation of the Wedding Rental due to the following inclement weather events: hurricane or snow on the ground, including but not limited to acts of God, acts or omissions, fires, or weather conditions will result in Old Zion German Reformed Church returning fees paid.

Officiant

The Client is responsible for securing an officiant.

Note the Church GPS Location on Guest Invitations

The church does not have a physical mailbox, the physical location appears as different addresses depending on search engines, and map tools. Please note the GPS Location as

GPS Address: Android - 187 Reifsnnyder Road, Lititz, PA 17543

GPS Address: Apple – 235 Reifsnnyder Road, Lititz PA 17543

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. Youth under 18 are not allowed on the second floor without an adult. Food and drink are not allowed inside the church or on church grounds. Children and babies may eat or drink inside a parked vehicle.

Music

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

- a. Use of the pump organ on the second-floor gallery is not allowed.
- b. All other music must be generated by the human voice, handheld wind instruments, handheld string instruments, or battery-powered music devices (keyboard, phone 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. 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.

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Strictly Prohibited

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.

Throwing

Rice, birdseed, confetti, or flower petals

Illegal Narcotics

Client and their guests and visitors using, selling, purchasing, or being involved in any way with illegal narcotics or any other illegal items (including unlawful firearms) on the premises

Fireworks

Decorations

The Client must have all decorations set up during the 1½-hour rehearsal and/or within the three-hour wedding day rental window. Client shall be responsible for any damages caused by the use of the decorations. Client and their guests and visitors may not relocate any furnishings inside or outside the Old Zion German Reformed Church.

- 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, altar on the first floor, 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.
- d. Hammering new nails into wood or using tape, glue, putty, Velcro, Command hooks, staples, or tacks is not permitted.

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- 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 'dripleless' and surrounded by glass globes and bases. The globes prevent damage to the altar 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 a dripleless candle, and a glass hurricane globe at no charge. This candle with a glass globe may be lit and placed on the altar only. Unlit candles may be placed in first-floor wall sconces for décor and remain unlit. Lighted candles are not permitted on the second floor.

Communion

The couple 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 altar should be covered with an absorbent cloth to catch any possible spills that could occur.

Photography

The Client must have indoor photos taken within the three-hour wedding day rental window. Outdoor photographs may be taken before and/or after the three-hour wedding day rental window, the church will be locked. Please notify the Old Zion Church Board volunteer 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 allowed on the stairs leading to the pulpit.

Receiving Line

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

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couple. Doing so will allow the couple a little quiet time 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 dogs. A certified ADA service dog is trained to perform a task directly related to a person's disability. The owner must have proof of certification. The client and their guest are responsible for cleaning up and removing animal waste from the grounds.

In the Case of Rain

The Client is permitted to erect a small portable 10' x 10' canopy for the wedding party waiting to enter the wedding ceremony to stay dry in the event of rain. The client is responsible for purchasing, erecting, and dismantling the canopy.

Windows & Doors

The Client 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 to prevent doors from blowing open or slamming shut. Furniture that is inside and part of the church shall remain in its location unless prior approval is provided and may only be moved by the Old Zion Board of Directors. Furniture may not be moved by guests and may not be moved outside.

Clean Up

The Client is 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 within the rental time period. 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, Client will take all actions necessary to maintain the church in good order and repair. The Client 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 Client 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.

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Outdoor Location

Local noise ordinance is strictly observed, and the Client's failure to ensure the event and guests' compliance may result in immediate eviction without refund and prosecution by local authorities.

Supervision

The Client 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 – Certificate of Insurance

To protect the Client and Old Zion German Reformed Church, the Client must obtain the appropriate insurance regarding their use of the premises. This must include coverage to insure the Client if the Old Zion German Reformed Church facilities are unavailable for a period of use for any reason. Policies of insurance must be with a carrier licensed to do business in the Commonwealth of Pennsylvania showing the covered individuals have in force: personal injury and general liability protection in an amount no less than \$1,000,000. The policies shall also name Old Zion German Reformed Church Board of Directors as additional insureds under such policy. Proof of such insurance shall be provided to the Old Zion German Reformed Church Board of Directors within 90 days of rental. Such proof must provide that the coverage cannot be canceled or modified without 30 days prior written notice to Old Zion German Reformed Church Board of Directors. In no case will the facilities be available without this coverage.

Indemnification of Old Zion German Reformed Church

The Client shall indemnify, defend, and hold the Old Zion German Reformed Church Board of Directors its officers, directors, members, and representatives 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 invited or otherwise 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 Client, or if any such injury or damage may in any other way arise from or out of the occupancy or use of the Client 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.

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Authority of Client

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

Communication

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

Questions

Still have questions? Contact oldzionchurch@gmail.com .

See Rental Contract that Follows -

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Statement of Rental Contract

This rental contract is made between Old Zion German Reformed Church, 187 Reifsnyder Road, Lititz, Pennsylvania, and the undersigned Client. The Client acknowledges that they have had an opportunity to read the Rental Contract before signing it. The Client will complete this Rental Contract and return it to Old Zion German Reformed Church, P. O. Box 103, Lititz PA 17543 and send notification to oldzionchurch@gmail.com.

The Client agrees to be legally bound by all terms of the Rental Contract.

Couple Information

Bride/Groom Name: _____

Phone: _____

Address: _____

Email: _____

Bride/Groom Name: _____

Phone: _____

Address: _____

Email: _____

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Rehearsal Date

(MM/DD/YYYY): ____/____/____

Rehearsal Time (1.5 hours)

Time: _____ : _____ AM/PM to _____ : _____ AM/PM

Wedding Date

(MM/DD/YYYY): ____/____/____

Rental Window (3 hours)

Time: _____ : _____ AM/PM to _____ : _____ AM/PM

Ceremony Start Time

Time: _____ : _____ AM/PM

Number of Guests (must be less than 125)

Number _____

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RENTAL FEES

_____ **\$850 Rental for Wedding and Rehearsal**

_____ **\$150 Rental of Portable Restroom.**

Rental includes servicing of the restroom before the event.

_____ **Total Above (payable to Old Zion Church)**

_____ **\$200 Security Deposit**

Loss of security deposit for failure to clean up or repairs needed.

The Client is responsible for any additional charges for repair or clean up.

Check payable to Old Zion Church, returned at the end of the rental if no additional charges.

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

Wedding Rental Contract and agree to abide by the conditions.

Signature _____

Date _____

Client Information

Client Name: _____

Phone: _____

Email: _____

Mailing Address: _____

Relationship to Couple if other than Couple:
