

UNITY OF KALAMAZOO
1204 Whites Road, Kalamazoo, MI 49008 269-385-2239

revised May 2007

PLEASE PRINT:

Bride: _____ Groom: _____

Address: _____ Address: _____

Phone # _____ Phone # _____

E-Mail: _____ E-Mail: _____

Wedding Date: _____ Wedding Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

We are glad that you have chosen Unity of Kalamazoo for your wedding.
We will do our very best to make your day a very special one.

1. The wedding package includes the use of the church, ceremony, our minister, a meeting with the minister to go over your vows and ceremony, a rehearsal, a wedding coordinator, and a sound person. You are welcome to bring your own minister; however, you are responsible for their fee. Our wedding package is \$750.00, and we require a 50% deposit that is non-refundable to hold your date. **A security deposit of \$200.00 to cover damages is required at the time of booking.** The security deposit is refundable (please see security deposit sheet).
***Holiday fee is \$300.00, to be added to the wedding package price.**
2. **One month prior** to your rehearsal date, _____ the balance of \$_____ is to **be paid to the church office**, please bring your marriage license and the legal names of your adult witnesses printed clearly on a separate piece of **paper one week prior to rehearsal date.**
3. **No tape or glue is to be used to decorate the church.** Nothing may be thrown at the church, **inside or out.** We recommend bubbles, or bells, etc. No glitter on your flowers or decorations please. We require drip less Candles. **Our building and grounds is smoke-free and alcohol is not allowed on the church premises. No food or beverages are to be brought into the church unless preapproved.**
4. All children, who attend the rehearsal or wedding, must be supervised by an adult at all times. (they are not allowed to touch the sound system, organ or piano's)
5. You are responsible for leaving dressing areas and church in a clean and neat -order. Please assign someone to walk through the church, pews, foyer and dressing areas to pick up any trash, personal items, etc. **Any wedding décor that you bring in, we ask that you remove after wedding ceremony.**
6. Unity of Kalamazoo is not liable for lost or stolen property.
7. No overnight parking is allowed. Any and all cars left overnight will be towed.
8. The church is booked for 4 hours. You may purchase additional time for \$50.00 per hour. Your rehearsal is booked for 1 hour.

I have read the above and agree to all items.

Signed: (Bride) _____ (Groom) _____

Date: _____

Tracy Process, Wedding Director

How did you hear about us? ___Yellow Pages ___Internet ___Friend ___Other

Please check all that apply. If you checked other, please explain _____

SECURITY DEPOSIT

Unity of Kalamazoo is holding a \$200.00 deposit that **will not be refunded if:**

1. You are go over your allotted time frame for the rehearsal or wedding.
2. There is any alcohol consumed on the premises or the wedding party is under the influence.
3. There is damage to the church property, building or contents.
4. If children, who attend the rehearsal or wedding, are not supervised by an adult at all times.
5. Your dressing area, church, foyer or pews are not left clean and in order. (Please assign someone to walk through the church, dressing areas, and pews to pick up any trash, personal items, etc.).
6. If any food or beverages are brought into the church. (Ice water and mints are provided in changing rooms).

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Groom: _____

Date: _____