



# First German United Methodist Church

Christuskirche

## Contract Confirmation

This agreement covers a **seven hour usage (including set-up, rehearsal & clean-up)**.

Prices for 2018 SEVEN(7) hour rental	Sanctuary (seating 150)* Social Hall + Kitchen	Sanctuary only (with use of Bridal Room)	Social Hall only (seating 150)*	Social Hall + Kitchen
	\$2,000.00	\$925.00	\$800.00	\$850.00
deposit*	\$ 500.00	\$250.00	\$250.00	\$250.00

\*Note that the church may not exceed the seating capacity in the Sanctuary and Social Hall.

Our church is also available to rent on an hourly basis at \$250.00 per hour, two (2) hour minimum.

Additional Patio (outside set-up) \$300.00 flat fee.

The deposit\* is requested as (partial) compensation for loss or damage to church property. Checks should be made out to First German United Methodist Church and mailed or given to the church office. Bounced checks nullify this agreement. The deposit will be refunded only if the premises are left in the same condition as found. Immediately after the event, the sponsor is required to clean up all the refuse from the wedding, and remove all furnishings provided for the event. To secure your reservation payment is required no later than two weeks prior to the event.

Client may cancel this agreement up to one (1) month before the event with full deposit refund.

We are concerned about safety if children will be present at the event. We ask you to watch them at all times. Parents and/or adults in whose company the children are will be held accountable.

556 West Glenoaks Blvd.  
Glendale, CA 91202

Tel: (818) 500-0786

Office@Christuskirche.us

www.Christuskirche.us

Kurt Poland, pastor

**Please note: The serving of alcohol is not allowed in United Methodist Church buildings.**

### **Held harmless agreement.**

We understand that neither the lessor, nor its trustees, representatives, employees, nor agents may be held liable in any way for an occurrence in connection with the hereby contracted event(s) which may result in injury, harm or damages to the undersigned or members of our organizations and guests, invited or not.

As part of the consideration for being allowed to use this facility, building, and grounds as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/we further release the lessor, its trustees, representatives, employees, or agents for any damage which may occur while participating in the activity. I/we further agree to save and hold harmless the lessor, its trustees, representatives, employees, or agents from any claim by the undersigned member of the organization, their estates, heirs, or assigns out of the participation in any form or fashion in the activity. I/we also authorize the lessor, its trustees, representatives, employees, or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur while participating in the activity.

### **Additional terms and conditions regarding this lease agreement.**

- Music: Our Music Director and Soloists may be available. Fees to be arranged between the bridal party and the musicians directly without involvement of the church.
  - ✓ please note: the use of the church organ, if our music director is not contracted to play, is only available if prior consent from our music director has been granted. Please contact her in advance of your event.
- Media Table: If you need to use the church's sound system please let us know no later than three (3) weeks in advance of event.

#### **Technology needs (sanctuary)**

1. Do you need a projector?e bring content on USB drive to load onto computer.
2. Do you need wireless microphone? (We have one (1) lapel mic and one (1) handheld mic.
3. Do you need wired microphones? How many? (limit two (2) handheld mics, one (1) pulpit mic.)

#### **Technology needs (social hall)**

1. Do you need a projector? Please bring a computer with HDMI or VGA outputs.
2. Do you need to play audio from a computer/phone? (Takes place of 1 microphone).

- Other:
  - We ask that confetti and/or rice not be thrown as it is environmentally and physically hazardous.
  - The moving of the church organ is NEVER permitted.
  - The moving of the baby grand is permitted within limits, provided the lessee is aware that doing so may require re-tuning of the instrument at the lessee's expense.
  - Floral aggnements may NOT be placed on either the church organ or the baby grand piano.
  - Proper protection must be placed under food serving tables and barbeque areas to prevent stains.

**FGUMC will not assume liability for damage or loss of property belonging to the lessee and guests brought into the church for use during the given event.**

**Authorized personal contact representing the lessee:**

phone: \_\_\_\_\_

**Authorized personal contact representing the church:**

Signatures: \_\_\_\_\_ date approved: \_\_\_\_\_

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Signature of Church Representative for contract approval, office@Christuskirche.us

Deposit received : \_\_\_\_\_ date: \_\_\_\_\_

Payment received: \_\_\_\_\_ date: \_\_\_\_\_

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Signature of church representative for monies received

I/we state that we are authorized to sign this agreement: that I/we understand the terms herein are contractual and not mere recital: and that I/we have signed this document of my/our own free act of action and volition. I/we further state and acknowledge that I/we have fully informed ourselves of the content of this contract, affirmation and release by reading it before I/we signed it.

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Signature and date of rental party for contract approval