



12875 Fee Fee Road, Creve Coeur, MO 63146
(314) 576-6772 email: officemanager@cslstl.org

Wedding Ceremony Agreement

Date: _____

Bride's Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ **Cell Phone:** _____

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**Groom's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Alternate Contact Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Number of Guests:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_ **Time from:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Wedding Time:** \_\_\_\_\_ **Reception Time:** \_\_\_\_\_

**EXTRAS:**

- Use of Chapel is limited to 2 hours for Wedding; time over 2 hours is \$50 an hour extra.
- Use of reception area is limited to 3 hours; time over 3 hours is \$50 an hour extra.
- Please check if you are interested in Decorating for Reception before Rehearsal, 1.5 hours = \$75.00 extra.



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## Wedding Ceremony Agreement, cont.

- "Pearl" Traditional Package - \$425.00
  - ✓ Use of Chapel for 2 hours
  - ✓ Wedding Coordinator
  - ✓ Rehearsal - 1 full hour - Be sure your wedding party is on time  
Rehearsal Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
  - ✓ Candelabra with Candles
  - ✓ Pre-Recorded Music
  
- "Symphony" Deluxe Package - \$775.00
  - ✓ Use of Chapel for 2 hours
  - ✓ Use of Reception area for 3 hours
  - ✓ Wedding Coordinator
  - ✓ Rehearsal - 1 full hour - Be sure your wedding party is on time  
Rehearsal Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
  - ✓ Fully Decorated Chapel, including Candelabra with Candles
  - ✓ Pre-Recorded Music
  - ✓ Dressing Room for Bride
  - ✓ Decorating Time (\$75 value)

## Wedding Ceremony Agreement, cont.

- ✚ Non-Refundable deposit of \$100 due at time of reservation and is required to hold your calendar date.
- ✚ A \$100 Security deposit is required at the time the contract is signed. This deposit will be refunded when all equipment is accounted for and determined to be in good condition after event.
- ✚ All balances are due 30 days prior to the date of the event.
- ✚ Walk in Wedding (1 Hour Chapel time) with 10 guests or fewer will be charged \$100. This does not include the Ministers fee.
- ✚ No linens or kitchen supplies provided.
- ✚ Food is only allowed in Scott Hall - No food is allowed in the main building or Sanctuary.
- ✚ Children must be supervised by an adult in the playroom. Playroom must be picked up after use.

We have chosen the following package:

- Pearl - \$425.00
- Symphony - \$775.00
- Walk-in (1 Hour Chapel time) \$100.00

\*\*Does not include the use of Scott Hall for Receptions\*\*

Deposit Amount Paid: \_\_\_\_\_

Balance Amount Due: \_\_\_\_\_

Balance Due Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- ✚ Ceremony Fees: This contract reflects only the cost of space use and does not include the Ministers fee. The Ministers honorarium must be negotiated and paid directly to the Minister.
- ✚ No linens provided.
- ✚ No kitchen tools or cutlery provided.
- ✚ No eating except in Scott Hall.
- ✚ Security deposit will be returned when all equipment is accounted for and determined to be in good condition after event.



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## Wedding Ceremony Agreement, cont.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Client Signature - By: \_\_\_\_\_

Print Name: \_\_\_\_\_

CSL Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

The Center for Spiritual Living is a not-for-profit organization and all fees paid to the Center are to cover its operating expenses.

**\*Alcohol: CSL does not provide in any form alcoholic beverages, and does not permit alcohol use on the premises, unless you have insurance to cover the event that includes the Center as a secondary insured party. You must sign in the space provided indicating you have insurance and also hold harmless the First Church of Religious Science, DBA Center for Spiritual Living, St. Louis.**

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