

WEDDING RENTALS AT ST. MATTHEWS LUTHERAN CHURCH





ST. MATTHEWS (KITCHENER) LUTHERAN CHURCH
WEDDING RESERVATION REQUEST FORM

Reservations should be submitted **at least eight weeks** prior to the date requested. Once the church office has received your request, you may expect a reply either confirming or denying your request within 1 - 5 working days.

Bride/Groom Name(s): _____	
Mailing Address: _____	
Tel. # and Email: _____	
On-site Contact Person (and cell): _____	
Individual Officiating and Church Affiliation: _____	
Bride/Groom Church Affiliation: _____	
Bride/Groom Church Affiliation: _____	
Expected Attendance: _____	
Rehearsal Date: _____	*Start & End Time: _____
Ceremony Date: _____	*Start & End Time: _____

Space Requirements/Requests *in addition to base*:

- Rooms (e.g. 102): \$50/per - - - Room(s): _____
- Sound System and monitor \$60/hour (1 hr. min, then 1/2 hr)
- Damage/Cleaning Deposit \$300 (will be returned after event if possible)
- _____
- _____
- _____

If you need to change or cancel your reservation, please contact Leanne Vanderbout at 519-742-0462 ext. 10 or email booking@stmattskw.com as soon as possible. Thank you.

Insurance & Balance Due :
Date: _____

Minimum requested donation for event: _____
 Payable to St. Matthews (Kitchener) Lutheran Church

\$300 cleaning/damage (refundable) + 50% (non-refundable) deposit due at booking, balance due two weeks prior to the wedding.*

 (signature of individual or representative requesting reservation)

 for St. Matthews (Kitchener) Lutheran Church

 Date

 Date

For St. Matthews Use Only: Pastoral Approval: _____
Date: _____

Congratulations on your engagement! St. Matthews Lutheran Church will be a stunning location for your upcoming wedding. Located in downtown Kitchener this impressive neo-gothic cathedral style church was built in 1915, and features a high central ceiling dome, intricate woodwork, a 3,000 pipe Cassavant organ and superb acoustics.

The completely accessible main Sanctuary (with a reconstructed chancel area, completed in 2015) seats 550. Parking is available at the church's two lots as well as a City of Kitchener parking garage across the street.

BASE COST: \$600.00 What does this include?

- Use of the sanctuary for a rehearsal (up to consecutive 1 1/2 hours)
- Use of the sanctuary & parlour for the wedding (up to 3 consecutive hours, including decorating, etc)
- Custodial care post-ceremony (up to 1 hour)
- Security/Site Host for Rehearsal and Ceremony*

ADDITIONAL DONATION

Use of sound system and operator:	\$60 per hour**
Additional rooms:	\$50 per room
Extra time (for rehearsal or ceremony)	\$40 per hour

DEPOSIT:

\$300 damage/cleaning deposit (not included in base cost) that will be refunded after the wedding if possible. Any additional custodial time will be deducted from the deposit.

* For max. durations listed above.

** Min. 1 hour, followed by 1/2 hour increments. Usually a min. of 2 hours required. If you are using pre-recorded music, St. Matthews offers two options for playback with our sound system. Contact the office (info@stmattskw.com) for more information.

FREQUENTLY ASKED QUESTIONS

Do I have to get married by the Pastor at St. Matthews?

No, it is not necessary to be married by one of our Pastors. We do ask for information regarding the church affiliation of the minister that will be officiating your wedding, as well as the church affiliation of those getting married (*please see use of building policy #1, second point*). When a wedding is not being officiated by our Pastor, it is considered a straight building rental.

Do you have a piano or organ we can use?

We have an amazing Cassavant organ and a grand piano in our Sanctuary. Our Director of Music may be contracted regarding availability to play at your wedding (519-742-0462 x 15 or info@stmattskw.com). If you are interested in having your own musician play our grand piano at your wedding an additional deposit may be required at the discretion of the Director of Music.

Is the sanctuary air conditioned?

Unfortunately our sanctuary is not air conditioned, but we do have a few fans available.

Decorations

Real or artificial petals are not allowed in the sanctuary. Absolutely no thumbtacks, nails, etc. may be used for decorating anywhere in the church. Confetti and rice are prohibited for exit from church; birdseed and bubbles are acceptable alternatives. Floral arrangements are acceptable.

ST. MATTHEWS (KITCHENER) LUTHERAN CHURCH USE OF BUILDING POLICY

It is the practice of St. Matthews (Kitchener) Lutheran Church to welcome groups from within the Kitchener-Waterloo community to make use of its building and facilities. Normally these are non-profit community organizations whose meetings are open to persons wishing to participate in the organization's goals or activities. They are not necessarily Christian or religious, but St. Matthews does require that their principles not violate those St. Matthews strives to uphold.

1. Wedding Rental

- Completed forms are to be returned to the church office. If requested, a letter telling about the background, activities and building space needs of the group applying for the use of the building must be supplied prior to approval.
- **The wedding rental is subject to the approval of one of the rostered ministers at St. Matthews. As such, church affiliation of the officiant and couple must be provided before the application is confirmed.**
- St. Matthews office requires written notice from the Applicant any time there is a change in the Applicant's name or address, or Applicant's contact person and telephone number or email address.

*** Rental balance and proof of insurance must be provided to the church by noon, at least 14 days prior to the event. Failure to provide will automatically cancel the event (if the fourteen days prior falls on the weekend, the insurance is due by noon the Friday before). Of the deposit, \$300 (damage/cleaning) may be refunded after the event if there is no damage, and no additional cleaning cost are incurred. The remainder of the deposit is non-refundable in the event of cancellation, failure to provide insurance, etc.**

Initial to acknowledge deposit requirements:

2. Public Liability

- The Applicant shall be responsible for the supervision of its members, employees, volunteers and participants while they are on the premises. St. Matthews shall not be responsible for any personal injury sustained by the Applicant or any employee, member, volunteer, participant or other person who may be upon the premises or in the building or entrances for the purposes of attending a function of the Applicant. Risks of any such injury are hereby assumed by the Applicant who shall hold St. Matthews harmless and indemnified therefrom.
- The Applicant shall give St. Matthews prompt written notice of any accident or damage occurring on the said premises. The Applicant shall be responsible to St. Matthews for any damage caused to the premises during their use of the premises. The Applicant will protect, indemnify and save harmless St. Matthews, its servants or agents of and from all claims for damages that may arise out of the use of the land and premises of St. Matthews including but not limited to damage to real or personal property, personal injury, infringement of copyright, defamation, criminal acts.
- **Applicant will provide to St. Matthews (Kitchener) Lutheran Church at least 14 days prior to the event, an insurance certificate indicating there is Commercial General Liability insurance in place for the event in the amount of \$2,000,000 and that St. Matthews (Kitchener) Lutheran Church is shown as additional insured. Failure to provide this documentations will automatically cancel the event.**

Initial to acknowledge insurance requirements:

3. Fire & Safety

- No obstructing aisles or exits.
- Doors may **not** be propped open **at any time**.
- Large numbers of people attending will require a St. Matthews review of fire code restrictions prior to the event.
- Aisles in parking lots must not be blocked.

4. Security: Applicants must make sure that any facilities they have used are left as found (even if other groups are using other building areas):

- Windows are closed and locked.
- Lights are turned off.
- Outside doors are closed firmly and locked.
- Candles are snuffed out.
- Have their own Ushers at the door to welcome their guests.
- People movement is restricted to the space arranged for and ensure all participants have vacated the building when meeting is over.

The St. Matthews representative designated in charge of the premises shall have the final say in all matters.

5. Restrictions: No drugs, alcoholic beverages, smoking or nut products permitted in the building or on church property. No food or beverages may be prepared onsite. No games of chance, lottery, gambling.

6. Rooms and Equipment: The applicant is authorized to use only the specific space arranged and all its members must be restricted to this specific space. The space shall be left in the condition it was found in and no alteration of the space shall be permitted without the prior written approval of St. Matthew's representatives.

- Use only specified room at the specified hours.
- Set up furniture before use if needed.
- Clean up and put away furniture after use.
- Use appropriate footwear for sports to avoid damaging floors.
- Arrange with St. Matthews before using any church equipment e.g., piano, organ, audio/visual equipment.
- Arrange with St. Matthews before putting up decorations (including confetti, petals, rice, birdseed, bubbles, candles), stage sets, etc.
- Arrange with St. Matthews before putting up notices or posters inside or on the grounds of the church.
- Use telephone for local calls only.
- Applicant must supply own food, beverages (all prepared *offsite*), table cloths, dishes, cutlery, small appliances, etc.
- The stoves may *only* be used for warming outside food, no other appliances available for use.