

# Audubon Park Covenant Church

3219 Chelsea St., Orlando, FL 32803

Church Office: 407-894-6351 • Email: audubonparkcovenantchurch@gmail.com

Audubonparkchurch.com

## Wedding Facility Usage Form (July 2021)

Name: (please print) \_\_\_\_\_

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

Phone Numbers: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Area(s) to be used:

\_\_\_\_\_ Sanctuary and dressing rooms

\_\_\_\_\_ Fellowship Hall for event \_\_\_\_\_ Fellowship Hall for meal

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

\_\_\_\_\_ Special Requests \_\_\_\_\_

Fee for use: (see reverse side) \_\_\_\_\_

Audubon Park Covenant Church reserves the right to terminate this agreement for any reason it deems appropriate. Expectations: the church building is to be treated with respect and care. Facility must be left clean and orderly and care should be taken not to disturb any contents, fixtures, supplies or equipment (including electronic equipment) unless authorized in advance. By signing below, Applicant agrees to take responsibility for use of these facilities and any consequences relating thereto. Applicant also agrees to supervise and control the participants in the functions for which this use agreement has been entered into. No hard alcohol (beer & wine OK, you must inform us if you intend to have alcohol at your event) or drug use or gambling is permitted on church property. Smoking/vaping is only permitted outside the building in designated areas- please no cigarette butts left on grounds.

Deposits & fees submitted: \$ \_\_\_\_\_ check # \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Received \_\_\_\_\_

\_\_\_\_\_  
Authorized Church Representative

Notes: \_\_\_\_\_

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\_\_\_\_\_ Applicant initial receipt of this written agreement.

# WEDDING USAGE FEES

<u>Areas/Services</u>	<u>Member</u>	<u>Non-member</u>	<u>amount</u>
Sanctuary & dressing rooms	\$250	\$500	_____
Fellowship Hall for Reception <b>OR</b> Rehearsal Dinner (includes use of kitchen)	\$150	\$300	_____
Fellowship Hall for Reception <b>AND</b> Rehearsal Dinner (includes use of kitchen)	\$200	\$400	_____

\*Facility Coordinator for wedding (**REQUIRED**) \$300 \_\_\_\_\_

*\*Note: Regarding Facility Coordinator- This includes 2 hours for rehearsal, 2 hours prior to wedding, 1 hour after wedding= totaling 6 hours. If additional hours are needed, the rate is \$50/hour, depending on availability of coordinator and facility.*

\*Facility Coordinator for Wedding & Reception (**REQUIRED**) \$400 \_\_\_\_\_

*Note: Facility Coordinator- This includes 2 hours for rehearsal, 2 hours prior to wedding, 3 hours after wedding= totaling 8 hours. If Additional hours for a reception are needed, the rate is \$50/hour, depending on availability of coordinator and facility.*

\*Fac. Coordinator for Wedding & Rehearsal Dinner (**REQUIRED**) \$400 \_\_\_\_\_

*Note: Facility Coordinator- This includes 4 hours for rehearsal & rehearsal dinner, 2 hours prior to wedding, 1 hour after wedding= totaling 8 hours. If additional hours are needed, the rate is \$50/hour, depending on availability of coordinator and facility.*

\*Fac. Coord. for Wedd/Rehearsal Dinner/Reception (**REQUIRED**) \$500 \_\_\_\_\_

*Note: Facility Coordinator- This includes 4 hours for rehearsal & rehearsal dinner, 2 hours prior to wedding, 3 hours after wedding= totaling 10 hours. If additional hours are needed, the rate is \$50/hour, depending on availability of coordinator and facility.*

Pianist (depending on availability)	\$150	\$150	_____
Sound (need if using anything beyond lectern mic)	\$100	\$100	_____
Pastoral Honorarium (includes counseling)	Discretionary	\$250	_____

**Additional hours needed for wedding or reception:** \_\_\_\_\_ x \$50/hour = \_\_\_\_\_

**Times and dates of additional hours needed:** \_\_\_\_\_

**TOTAL AMOUNT DUE**.....\_\_\_\_\_

Date Reservation fee deposit due when date is reserved (applies to total due; non-refundable if cancelled)	\$100	_____
Security Deposit (refundable within 21 business days after event)	\$300	_____

**Balance of Fees is due no less than 7 days before the event.**  
**Checks should be made out to: "Audubon Park Covenant Church."**

Date reservation fee deposit will be credited to the total amount due.

Security Deposit will be refunded by mail within 21 business days after the event date, subject to satisfactory inspection of the facility.

\*\*Pastoral Honorarium includes available premarital counseling as well as the time devoted to rehearsal and the wedding ceremony. Must pay \$25/counseling session if not used for wedding.