SWEDENBORGIAN CHURCH
of SAN FRANCISCO

Church Address: 2107 Lyon Street, San Francisco, CA 94115
Mailing Address: 3200 Washington Street, San Francisco, CA 94115
415-346-6466 • events@sfswedenborgian.org • sfwedding.org

Wedding Reservation & Contract

Date of Ceremony: _____ Time: _____ # of Guests: _____

Officiant: _____ Music: _____

Names of Couple: 1. _____ 2. _____

Phone 1: _____ E-mail 1: _____

Phone 2: _____ E-mail 2: _____

Address: _____

Post-Wedding Names *(if different)*: _____

Return Security Deposit to: _____

Address *(if different):* _____

How did you hear about us?_____

Total Event Fee: $_____ Security Deposit: $250
(half due upon booking; balance due 30 days prior to event) *(due upon booking)*

The person signing this contract (page 2) must ensure that hired vendors and guests will comply with the terms of this contract. The renting group releases the San Francisco Swedenborgian Church and its agents, members, and employees from all claims of damage or injury, directly or indirectly, arising from the group's use of the premises and surrounding area. The renting group is responsible for maintaining the good condition of the buildings and grounds.

1. Fees

- **Friday – Sunday & Holiday Weddings:** $2,700 for use of the sanctuary and gardens for 2.5 hours plus a $250 security deposit. Additional hours can be reserved for $500 per hour.
- **Monday – Thursday Weddings:** $2,200 for use of the sanctuary and gardens for 2.5 hours plus a $250 security deposit. Additional hours can be reserved for $500 per hour.
- **Vow Renewal:** $1,500 for use of the sanctuary and gardens for 1.5 hour (minimum), plus a $250 security deposit. Additional hours can be reserved for $500 per hour.

Half of the total fee + $250 security deposit is due at the time of booking. The 50% deposit is non-refundable if event is canceled. The $250 security deposit is refundable after the event if there is no damage or extra cleaning needed. The balance is due 30 days before the event and is non-refundable if the event is canceled within 30 days of the event.

2. Music and Noise Level

We are located in a residential area and noise levels should not be disturbing to our neighbors at any point during the event, including but not limited to guest departure. Cars, busses, or delivery vehicles should not idle outside the event space. You are welcome to bring your own A/V system. Amplified music or mics are not permitted outdoors.

3. Decorations

No tape, tacks, glue, or nails are allowed on the walls, floors, or furnishings of the facility. Decorations must be removed at the end of the event and existing decorations replaced. **No fresh flower petals may be spread. No rice, grain, confetti, or glitter may be thrown.** Flower arrangements in the sanctuary may be donated to the church with prior approval or at the discretion of the venue coordinator.

4. Set-Up & Clean-Up

Complete set-up and clean-up is your responsibility. The facility will be clean and orderly for your arrival and should be left as it was found. A cleaning fee of $200 will be charged if excessive trash and/or other items are left at the venue, or if the clean-up is insufficient. Set-up and clean-up is NOT the responsibility of the venue coordinator or SFSC employees. Church staff is not responsible for any items left at the venue. **There is no smoking on the premises. No food or beverages allowed in the chapel, dressing room, or vestry.**

We have read the information in this contract and agree to use the facilities at the Swedenborgian Church within the parameters stated. We understand that we have use of the church and facilities for our scheduled time only. Extra time, damage to the space, or failure to clean will incur loss of security deposit or additional fees. Half of the total rental fee is due at time of booking and is non-refundable. The remaining fee is due 30 days prior to wedding. In the event of cancelation within 30 days of the wedding, the full fee will be retained.

Client Signature(s): _____ _____

Print Name(s): _____ _____

Date: _____