

**PACIFIC COAST CHURCH
RENTAL AGREEMENT**

This Rental Agreement is executed this _____ day of _____, 2009, by and between Pacific Coast Church, hereinafter called "PCC," and _____, herein after called "Renter" to lease the premises located at 522 Central Avenue, Pacific Grove, California, hereinafter called "Church Property", for a wedding on _____(date), from _____(time) to _____(time) and a reception on _____(date), from _____(time) to _____(time).

Fee : _____ + \$200 Refundable Cleaning Deposit = Total Fee \$ _____.
Deposit : \$ _____ Paid on _____
Balance : \$ _____ due on _____

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. Lease of the Church Property entitles the Wedding Party to use of the Sanctuary for a wedding and use of the Community Room for a reception. Lease of the Sanctuary includes seating for up to two hundred persons, a unity candle to be used during the wedding, use of the existing alter and side column silk flower arrangements and use of the sound system and piano in the Sanctuary. The Sanctuary can also be used for a rehearsal at a different date and time, so long as it is coordinated with PCC thirty days prior to the wedding. Use of the Fellowship Hall includes use of the garden, foyer and "kitchen" as well as tables. The Community Room is available in advance for additional decorations and set up, so long as it is coordinated with PCC prior to the reception. It is understood that PCC may have reason to use the Church Property lease period but in no event shall PCC interfere with the wedding or the reception.

2. In consideration for the lease of Church Property for the event, renter shall make a 50% non-refundable, non-transferable deposit of the amount as stated above, which shall be submitted with this signed Rental Agreement. Events will not be booked without payment. Payment of the remaining rental fee balance as stated above is due 30 days prior to scheduled event. The rental fee less the deposits is refundable only if cancellation of the event occurs more than 30 days prior to date of the scheduled event.

Either PCC or Wedding Party may terminate this Agreement upon ten days' written notice. If Wedding Party terminates this Agreement thereafter, the deposit shall be retained by PCC.

Certified checks or credit cards are required when booking an event less than 14 days in advance.

In the event that payment is not received, as set forth here in, and no other arrangement is made with PCC, PCC shall cancel the reservation and retain the deposit with no liability or cost resulting to PCC. Checks are payable to Pacific Coast Church, 522 Central Ave., Pacific Grove, Ca 93950.

3. Renter shall also submit a damage and cleaning deposit in the amount of two hundred dollars (\$200.00) with the deposit and signed Rental Agreement. Within thirty days after the event, PCC shall determine in good faith whether there has been any damage or destruction or of Church Property or the Church Property has been left in an excessively unclean condition, beyond normal wear and tear. If there is no such damage, destruction or excessive uncleanness, the check will be refunded.

4. PCC will provide the services of a PCC Minister to perform the ceremony. Additionally, a PCC representative will be available at all times during the rehearsal, wedding and reception to assist with the Sanctuary sound system and use of Church Property.

5. A valid California marriage license must be provided to the PCC by the Wedding Party in order for there to be a legally binding wedding. PCC will perform commitment ceremonies or “marriages” without a marriage license with no representation or warranty as to the legal ramifications or validity of the service. For information on marriage license call the County Clerk at (831) 755-5450. For information on domestic partnerships see the State of California Web-site.

6. Rental of the Church Property is conditioned up acceptance of the following terms and conditions:

No food or beverages are permitted in the Sanctuary.

No photographs are to be taken by guests during the nuptial ceremony. Please advise them as such. The photographer can coordinate with the Minister.

The Sanctuary and Entry Foyer will be decorated for Christmas in December. These decorations will remain in place for events that take place during this time.

No more than two hundred attendants may be allowed at any time on Church Property and PCC can accommodate no more than eighty attendants for a sit down meal. The lower Garden seats 25 and the deck accommodates 30 standing observers.

Use of the grand piano and sound system is included, however the piano may not be moved and the sound system in the Sanctuary must be operated by PCC. The renter is responsible for its own sound system in the Community Room, if that is desired. A Disc Jockey or band/live instruments may be used, so long as the noise level is reasonable, as determined by PCC and in compliance with Pacific Grove laws and regulation.

At no cost to the renter, PCC can provide twenty rectangular folding tables (30”X 60”) and five rectangular folding tables (30”x 36”). Renter shall be responsible for set up and take down of tables and chairs.

Church furniture, other than the above mentioned tables and chairs, is not to be rearranged without prior notice and consent by PCC.

The use of glue, tacks, tape, staples or nails is not permitted inside or outside the Church Property.

Birdseed may be thrown outside the church. No other rice, confetti or fresh flowers may be scattered on the carpet.

Smoking is not permitted within the building.

A list of vendors is provided for your convenience for most services not provided by the church. PCC is not responsible for their services and costs and PC shall bear no cost or liability for their implementation of their contract with you.

If the "Kitchen" is used for food preparation, it shall be left clean and/or in the same condition as it was found.

Alcohol is permitted in the Community Room. However, the renter is solely responsible for all alcohol service and use to guests and complying with all laws, regulations and ordinances regarding alcohol use and service to guests. The renter shall bear all liability from any mishap or event related to alcohol use on Church Property.

The renters group shall immediately disburse from the Church Property if PCC determines that the reception has gone over the rental time, become unruly, excessively loud, illegal or dangerous. PCC shall give one warning and if the situation is not corrected it is understood that PCC may immediately ask the Wedding Party to vacate the Church Property and/or call the Pacific Grove Police Department to enforce vacation of the Church Property.

7. Any persons or entities employed by Wedding Party or renter shall maintain Workers' Compensation insurance for the benefit of his/her employees, and further shall maintain adequate liability and property damage insurance in full force and effect during the period of performance of this Agreement.

8. Renter hereby agrees to indemnify and hold PCC harmless from any liability, suit, cause of action, or other legal proceeding (including attorney's fees and costs) which may be brought or claimed against PCC as a result of Wedding Party's rental of the Church Property.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto on the day and year first above written in Pacific Grove, California.

Date _____

Renter

Renter

Pacific Coast Church
By: Tomi Nemes, Director

**PACIFIC COAST CHURCH
WEDDING INFORMATION AND APPLICATION**

Date of wedding: _____ Time: _____

Rehearsal date and time: _____

Minister's name, or PCC Minister _____ Phone _____

Wedding Planner's name _____ Phone _____

Participants

Bride's Name: _____

Home Address: _____

Home Phone _____ Work Phone _____

Cell Phone: _____ Date of Birth: _____

e-mail: _____

Groom's Name: _____

Home Address: _____

Home Phone _____ Work Phone _____

Cell Phone: _____ Date of Birth: _____

e-mail: _____

Bride's Parents: _____

Grooms Parents: _____

Who will give Bride away? _____

Maid/Matron of Honor: _____

Address (required for License)

Best Man: _____

Address (required for License)

No. of Bride's Attendants: _____ No. of Groomsmen/Ushers: _____

Flower Bearer: _____ Ring Bearer: _____

Total in bridal party: _____

Name of Soloist: _____ No. of Solos: _____

Unity Candle lighting: Yes: _____ No: _____

Number of Guests Expected: _____

Name of Florist & Phone No. _____

Photographers Name & Phone No.: _____

Where did you first learn about Pacific Coast Church? _____

Wedding License will be secured in _____ County, CA

Address of Office Issuing License: _____

Reception

Reception will be held at: _____

Address: _____ Phone _____

Time: _____

Emergency Phone Contact Information

In an emergency, the bridal party can be reached at the following number
the evening prior to the wedding: _____

Bride

Date

Groom

Date