



EVENT CONTRACT

BOOKING AND PAYMENT INSTRUCTIONS:

- TO SECURE YOUR DESIRED DATE: *Please read this contract in its entirety.*
 - Complete and sign the last page of the contract and return to: Ruth Lopez de Garcia @ info@historicmorrisonchurch.com.
 - Or drop off signed contract to the Church mailbox: 111 Market Street, Morrison, CO 80465.
 - Pay \$100 non-refundable deposit to: Historic Morrison Church
Accepted payments include: Check, money order, or cashiers check
 - **Please mail deposit to: Historic Morrison Church, PO Box 960, Morrison CO 80465**
 - OR drop off money to the church mailbox at: 111 Market Street, Morrison, CO 80465
 - Please text 720-298-9166 that you have dropped the contract and deposit. You will get a confirmation of receipt of your deposit/contract via text.
 - Your date is now secure!
- TO PAY THE REMAINDER BALANCE:
 - If paying by personal check, the entire balance must be paid up to 30 days before your scheduled event.
 - Please label ALL payments with your name and event date/s.

IF YOU ARE PAYING WITHIN 30 DAYS OF YOUR EVENT, WE WILL ONLY ACCEPT CASHIER'S CHECKS, MONEY ORDERS OR CASH. UNLESS PRE ARRANGED, WE NEED THE ENTIRE BALANCE PAID IN FULL 48 HOURS PRIOR TO YOUR EVENT OR YOUR EVENT WILL BE CONSIDERED CANCELED.

- **If sending payment via mail: Historic Morrison Church, PO Box 960, Morrison CO 80465**
- Or drop off payment to the Church's mail box at: 111 Market Street, Morrison, CO 80465
 - There is a locked black mailbox on the east side of the Caretaker's house, opposite of the Dressing Room door, to the right of bathroom door. Please label EVERYTHING with your name, event date and time.
 - Text 720-298-9166 to confirm the payment and after receiving the payment, you will get a confirmation of payment via text.

***Make all checks payable to: Historic Morrison Church**



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- A non-refundable deposit of \$100 and this signed contract are due to reserve your date. This deposit goes toward the total event balance.
- **A three-hour minimum is required for ALL events. Friday and Saturday events cost is \$650 per three-hour event. Sunday-Thursday events cost \$550 per three-hour event.**
 - Additional time can be purchased at \$100 per hour.
- We recommend using one of the three hours as a preparation/practice/rehearsal hour so as to be prepared for your event. These hours can be broken up within the same week of your event, Monday through Thursday. So, if you choose to move one of the hours to earlier in the week, this means you have a two-hour event on the day of.
- Please keep in mind when you are reserving time to reserve enough time for ALL of your event needs. If your event starts at 2 and ends at 5, you, your wedding party and guests will be expected to arrive at 2 and depart at 5. This time includes set-up, take-down, rehearsing, ceremony, photographs, etc.
- **Your event must be paid in full 30 days prior to your scheduled event if paying by personal check.** After 30 days- cash, money orders or cashier's checks accepted up to 48 hours before your scheduled event (made payable to Historic Morrison Church). Unless pre-arranged
 - **If payment has not been received by 48 hours of your event, HMC will consider your event canceled.**
 - Bounced checks will be charged an additional \$25 bank fee.
- You can drop any payments in the Church's Mailbox: 111 Market Street, Morrison, CO 80465
- OR send payment by mail to: Historic Morrison Church, PO BOX 960 Morrison, CO 80465
- You can cancel at anytime, however, you will lose your \$100 non-refundable deposit.
- HMC is NOT responsible for any lost, left or stolen items.
- Again, if your event starts at 2 and ends at 5, we expect you to arrive at 2, and depart at 5. What you do within your reserved time frame is your business! This means you ARRIVE at 2 to decorate, prepare, take photos, get married, tear down decorations, etc. and that you DEPART the property (leaving it as as you found it) at 5.
 - Please be courteous of your scheduled time. Oftentimes we have another event scheduled before/after your event.
- Dog family members are welcome as a part of your event.



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- We provide four/six parking spaces at the south side of the white picket fence, marked 'Church Parking Only.'
 - There is plenty of additional *paid* parking for your guests within walking distance of the church.
- We provide a dressing room.
- The church seats a maximum of 100 guests.
- We provide a sound system. Just plug in your personal device.
- We offer a projector to play videos during your event.
- You may decorate the property as you like, but please remove all decorations prior to your scheduled departure time. Leave the property as you found it!
- The church has both heating and AC.
- Please feel bring in any outside vendors. City permitting.
- Only natural products can be thrown i.e. rose petals, bubbles.
- No fire allowed. Flameless candles only.
- We are dog friendly!
- No WiFi
- You are welcome to bring your own alcohol on the premise.
- Please no throwing of rice during your event.

Please text 720-298-9166 1 week prior to your event date to confirm event details, payment, and to receive the dressing room code.



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Bride's Name: _____

Cell: _____

Email: _____

Groom's Name: _____

Cell: _____

Email: _____

Wedding Date: _____

Arrival Time: _____

Departure Time: _____

Rehearsal Date: _____

Rehearsal Arrival: _____

Rehearsal Departure: _____

****I have read this contract and I, the undersigned, understand and agree to the terms and fees set forth by the Historic Morrison Church.****

Print name: _____

Signature: _____

Today's Date: _____