

## **BOOKING AND PAYMENT INSTRUCTIONS:**

**Step One: To secure your date:** Read this contract. Print the last page. Fill out the important information. Write a check, use a money order or cashier's check for the \$100 non-refundable deposit (to Historic Morrison Church). You can either snail mail or drop the deposit & contract in the church's mailbox. Text Shannan (303)886-2078 that you have dropped the contract and deposit. Shannan will confirm receiving payments/contract via text. Your date is now secure!

**Step Two: To pay the remainder balance:** If paying by check, pay the entire balance before 30 days of your scheduled event. After 30 days, cashier's checks or money orders only. I WILL NEED THE BALANCE PAID IN FULL BY 48 HOURS OF YOUR EVENT. Again you can either snail mail or use the church's mail box to drop this payment. Please label ALL payments with your name and event date/s. Text Shannan to confirm the payment and after she receives your payment, she will confirm with the dressing room door code.

All checks are made payable to:

Historic Morrison Church

Mail monies and contract to me at:

**Shannan Matthews**

**6298 Pike Ct. #B**

**Arvada, CO 80403**

**303.886.2078**

**morrisonchurchinfo@gamil.com**

OR, you can also bring your signed contract and any monies due to the Church.

AGAIN: There is a locked black mailbox opposite of the dressing room/bride's room door, next to the bathroom. Please label EVERYTHING with your name, event date and time. Also, text me to let me know that you dropped or mailed something to me. I will look for it and text you a confirmation.

Please contact me prior to your event, to confirm details and payment, and make sure to receive the dressing room/brides room door code. **Texting is the quickest way to reach me, DO NOT leave me a voicemail.**

## **Historic Morrison Church Contract**

- 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 two-hour minimum is required for ALL events. Saturday event cost is \$550 per two-hour event, and \$650 per three-hour event. Sunday-Thursday event cost is \$450 per two-hour event, and \$550 per three-hour event. Additional time can be purchased.
- A rehearsal may be purchased in one-hour increments for \$100 per hour Monday- Thursday, and for \$150 per hour Friday and Sunday. No rehearsals on Saturday.
- Your event must be paid in full 30 days before your scheduled event if you want to pay by check (made payable to Historic Morrison Church). After 30 days, money orders or cashier's checks only (your bank is free and King Soopers is cheapest) up to 48 hours before your scheduled event (made payable to Historic Morrison Church).
- You can drop any payments in the Church's Mailbox OR send them to:

**Shannan Matthews**

**6298 Pike Court Unit B**

**Arvada, CO 80403**

- You can cancel at anytime, however, you will lose your \$100 deposit.
- If your event starts at 2 and ends at 4, we expect you to arrive at 2, and leave at 4. 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 LEAVE the property at 4).
- Dog family members are welcome as a part of your event.
- We provide four/six parking spaces at the south side of the white picket fence, marked 'Church Parking Only.'
- There is plenty parking for your guests within walking distance of the church.
- No EATING, DRINKING, or FIRE in the Church.
- We provide a sitting/dressing room for the family/bride.
- The church seats a maximum of 100 guests.
- We provide a sound system. Just plug in your personal device.
- ***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.
- If you need to stop by, you are welcome to anytime, provided that you clear it with Shannan first (to be sure no other event is taking place) and that you keep the visit to 10-15 minutes. If you need more time, rehearsals can be purchased last minute.
- Only natural products can be thrown i.e. rose petals, bubbles.

**\*\*\*PLEASE BE AWARE THAT THERE ARE EVENTS OTHER THAN YOURS SCHEDULED ON ANY GIVEN DAY. THIS MEANS THAT YOU, YOUR GUESTS AND ANYONE ELSE INVOLVED IN YOUR EVENT MAY NOT ARRIVE EARLIER THAN YOUR SCHEDULED ARRIVAL TIME, AND THAT EVERYONE WILL NEED TO DEPART BY YOUR SCHEDULED DEPARTURE TIME. WE RECOMMEND THAT YOU AIR ON THE SIDE OF CAUTION WHEN YOU SCHEDULE TIME**

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: \_\_\_\_\_