

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 mail (address below) 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 your payments/contract via text. Your date is now secure!

***Step Two: To pay the remainder balance:** If paying by personal check, pay the entire balance before 30 days of your scheduled event. **IF YOU ARE PAYING WITHIN 30 DAYS OF YOUR EVENT, WE WILL ONLY ACCEPT CASHIER'S CHECKS, MONEY ORDERS OR CASH. UNLESS PREARRANGED, WE NEED THE ENTIRE BALANCE PAID IN FULL BY 48 HOURS OF YOUR EVENT OR YOUR EVENT WILL BE CONSIDERED CANCELED.** Again, you can either mail or use the Church's mail box to drop this payment. Please label ALL payments with your name and event date/s. Text (303)886-2078 to confirm the payment and after receiving the payment, you will get a confirmation via text of payment.

All checks are made payable to:

Historic Morrison Church

Mail monies and contract to me at:

Shannan Matthews

6298 Pike Ct. Unit B

Arvada, CO 80403

*OR, you can also bring your signed contract and any monies due to the Church's mailbox:

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. Also, text (303)886-2078 to let me know that you dropped payment/contract in the mailbox. I will look for it and text you a confirmation.

*Please text me prior to your event in order to confirm event details, payment, and make sure to receive the Dressing 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-Friday event cost is \$450 per two-hour event, and \$550 per three-hour event. Additional time can be purchased. 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 4, you and your wedding party will be expected to arrive at 2 and vacate at 4. This time includes set-up, take-down, rehearsing, ceremony, photographs, etc.
- A preparation/practice/rehearsal time 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. We recommend that you purchase either the third hour during your event, or a rehearsal hour so as to be prepared for your event.
- 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, cash, money orders or cashier's checks only 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.
- 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.
- Again, 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. Be aware when you send out invites that if you say the wedding starts at 4, many people might come at 3:30 so as not to be late. Oftentimes, we have another event scheduled before/after your event.
- 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 Dressing Room.
- 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.
- Only natural products can be thrown i.e. rose petals, bubbles.

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: _____