



## Venue Reservation Agreement

This Venue Reservation Agreement is between St. Cyprian's Episcopal Church (St. Cyprian's) and

\_\_\_\_\_ (Client) for the use of facilities and/or services

described in this Agreement on \_\_\_\_\_ (Event Date).

The purpose of this Agreement is to define the obligations of both parties pertaining to the use of St. Cyprian's facilities and/or services. It is understood that the Client and St. Cyprian's will adhere to and follow the terms of this Agreement.

### Facility Staff

The Facility Coordinator will be available by phone or internet to answer questions prior to the Event Date. The Facility Coordinator or another representative of St. Cyprian's will be present during the rehearsal and on the Event Date to be sure the venue is open prior to the Event start time for deliveries, set-up and decorating and to lock the venue when the Event is over.

### Access

The venue described in this Agreement has been reserved for the Client for the date and time stipulated. Please note that the hours assigned to the Event include all Client set up and all clean up, including the set up and clean up of all subcontractors that the Client may use.

The Client shall have the right to access the venue for a 1 hour rehearsal the week of the Event. The rehearsal should be scheduled with the Facility Coordinator at least 7 days prior to the Event Date. Rehearsals longer than 1 hour can be subject to additional fees.

The Client shall have access to the venue for a 4 hour window on the Event Date for a ceremony in the chapel. Combined Ceremony and Reception events shall have an 8 hour window on the Event Date. All set-up and clean-up must be completed within this time frame. Additional time is available, if arrangements are made in advance, but may require an additional fee. **St. Cyprian's is in the heart of a residential neighborhood, as a courtesy to our neighbors, we ask that all receptions conclude by 10 pm.**

### Parking

The Client, the Client's invitees, guests, agents and sub-contractors shall have full use of St. Cyprian's parking lot on Lovett Street during the allotted Event Time. Additional parking is available in any legally permissible area along the roadway, where restrictions are enforced by local authorities. St. Cyprian's is located in a residential area and requests any invitees, guests, agents and sub-contractors take care when parking not to block driveways, fire hydrants or streets.

### Payment Schedule

A fee of \$200 is required to reserve the venue for the Event Date and is applied to the total balance owed. The Event Date will not be reserved without the reservation fee. The total remaining balance is due 30 days prior to the Event Date.

## **Cancellations**

All cancellations made by the Client must be in writing and 90 days or more prior the Event Date to be eligible for a full refund of the reservation fee. Cancellations made within 90 days of the Event Date will forfeit the reservation fee. In the event that any circumstances arise, which make it difficult or impossible for St. Cyprian's to accommodate the Event Date or time, including but not limited to hurricane, flooding, fire, emergency, pandemic or other unforeseen incident, St. Cyprian's has the right to cancel, postpone or delay this reservation. If St. Cyprian's cancels the Event under such circumstances, St. Cyprian's shall provide a full refund to the Client and shall have no further liability.

## **Decorations**

St. Cyprian's is a wood frame and wood paneled structure that is over 100 years old. In our efforts to preserve it for future generations, we will try to accommodate decorating requests as long as it does not damage, put holes in, scratch, leave residue on or leave other permanent marks on the furniture or the building. St. Cyprian's reserves the right to prohibit any decorations that may cause such damage. All decorations and vendor rental items must be set up and taken down in the allotted event time unless otherwise stated in a written Amendment to this Agreement signed by the Client and the Facility Coordinator. Use of candles in glass containers, flower petals and bubbles is permitted. **Use of candles in the aisle is prohibited. Use of rice, confetti, birdseed or fireworks/sparklers is prohibited.**

## **Music**

Music volume must adhere to all applicable noise ordinances of the City of St. Augustine. St. Cyprian's owns a Yamaha Clavinova Digital Piano (model #CVP 401R) that is available for use during any Event in the Church. St. Cyprian's may be able to help you find and organist to play during the Event. Fees for the organist should be negotiated with them directly.

## **Photographs**

St. Cyprian's shall have the right to take photographs at the event for the purpose of advertising the event space. All rights to, and the use of these images shall belong to St. Cyprian's Episcopal Church. The Client shall also have the right to take pictures of the event; however, any commercial use of the likeness of the building is prohibited without the express written consent of St. Cyprian's.

## **Caterers**

St. Cyprian's prefers rental Clients to use professional caterers, however other catering arrangements are permitted but may be subject to additional fees and must be approved in writing as part of the Event agreement.

## **Alcohol**

Alcoholic beverages may be served to persons over the age of 21 under the terms and conditions consistent with all applicable state, county and city laws.

## **Clean Up**

The Client shall be responsible for returning the venue to the state that it was provided to them. All property belonging to the Client, the Client's invitees, guests, agents and sub-contractors, shall be removed by the end of the Event. Should the Client need special consideration for the removal of property beyond the time stipulated in this agreement, this can be arranged prior to the beginning of the Event for an additional fee. St. Cyprian's is not responsible for any property left behind by the Client, the Client's guests, invitees, agents and sub-contractors.

## Smoking

Smoking is not permitted inside any of St. Cyprian's facilities or on any of the porches/ramps. Smoking is permitted outside as long as cigar & cigarette butts are disposed of properly; keeping in mind that St. Cyprian's wooden structures, by their age and construction, are particularly susceptible to fire.

## Damage

By signing this Agreement the Client hereby agrees to be fully and solely responsible for any damage, theft, or destruction to St. Cyprian's, any property owned by St. Cyprian's or within the premises and surrounding site caused by the Client, the Client's guests, invitees, agents and sub-contractors. The Client further agrees to pay any and all costs of repair of damage or replacement necessitated by the Client the Client's guests, invitees, agents or sub-contractors use of the venue.

## Indemnity

The Client agrees that they shall indemnify, defend and hold harmless St. Cyprian's, its employees, members and agents from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs and expenses, including attorney's fees arising out of or in connection with damage to property or injury to persons which arise out of the Client's use of the venue, including any acts or omissions by the Client, the Client's guests, invitees, agents and sub-contractors. The Client shall provide St. Cyprian's with immediate notice of any injury or damage to persons or property in, to or around the venue of which the Client is aware.

## Fees & Services

Fee to reserve the Event Date (applied to total balance)	\$200.00
Use of Chapel (Client provides their own wedding officiant)	\$950.00
Full Wedding (Chapel & Reception)- Use of Chapel, Courtyard and Mission House (Does not include officiant to perform the ceremony)	\$1,850.00
Use of Mission House Only	\$450.00
Outdoor Event- Use of Courtyard and Mission House	\$1,250.00
Have St. Cyprian's Vicar perform the ceremony	\$500.00*

\*This does not include the cost of required pre-marriage counseling. Counseling is arranged with the Vicar directly.  
The cost will depend on the number of sessions he deems necessary.

**Total of Selected Services** \$ \_\_\_\_\_

Date Reservation Fee \$ 200.00

Date Paid: \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Due Date: \_\_\_\_\_

## Agreed to and Accepted:

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
St. Cyprian's Representative

\_\_\_\_\_  
Date

**Contact Information**

Bride: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Groom: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Wedding Info**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Approx. Length: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_ Type of Wedding (casual, formal, etc): \_\_\_\_\_

**Rehearsal** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Your rental includes access for a one hour of rehearsal. Please limit attendance to just the wedding participants. If you run over 1 hour you may be charged an additional fee.

**Wedding Day Contact Person:**

\_\_\_\_\_ Phone#: \_\_\_\_\_

**Set-up and Decorations**

Decorations can be set-up during office hours or during your 4 hour window on the day of the ceremony. There may be an additional fee for extra set-up time.

Who will be setting up your decorations?

Name \_\_\_\_\_ Phone#: \_\_\_\_\_

Set-up Date \_\_\_\_\_ Access time: \_\_\_\_\_

Please describe locations and type of decorations you intend to use in the church. If you are using pew decorations, how will you hang them? **All candles must be in glass containers.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Please be sure to remove all decoration after the conclusion of the ceremony. **The church must be returned to its usual state for the Sunday morning Service. Decorations/items that have not been removed may be disposed of, if prior arrangements have not been made.**

## **Other Vendors**

**This Section is to collect the contact information of anyone associated with your event that may need special access or set-up time. This section can be updated after the contract is signed as further vendors are hired. The use of additional vendors is not required; this is merely to help coordinate use of the space without needing to bother the wedding party.**

**Wedding Coordinator:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Officiant:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Photographer/Videographer:** \_\_\_\_\_

Many clergy do not allow flash photography during the wedding ceremony. Please check with your officiant on his/her rules regarding photography. Your photographer may need extra time to adjust their equipment to the available light and to find the best location from which to take pictures during the service.

**Arrival Time:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

Will you have pictures taken in the church after the ceremony is over? \_\_\_\_\_

**Florist:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Delivery Time:** \_\_\_\_\_

**Musician(s):** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

Outside musicians may arrange to come by prior to the Event date to familiarize themselves with the space and to check the available equipment if they wish.

**Arrival Time:** \_\_\_\_\_