



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 church. 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 shall require an additional fee of \$250 per hour. **St. Cyprian's is in the heart of a residential neighborhood. As a courtesy to our neighbors, all receptions must 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 all invitees, guests, agents, and sub-contractors must 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 received 90 days or more prior to 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 the church for future generations, we will try to accommodate decorating requests that do 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 and flower petals 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 an organist to play during the Event. Fees for the organist should be negotiated with her/him 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 its original condition. 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 may 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. Be mindful that St. Cyprian's is a historic wooden structure and is 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, to any property owned by St. Cyprian's, or within the premises and surrounding site that is caused by the Client, the Client's guests, invitees, agents, and/or sub-contractors. The Client further agrees to pay any and all costs of repair of damage or replacement necessitated by the Client and/or the Client's guests, invitees, agents, or sub-contractors.

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 Church (Does not include officiant to perform ceremony)	\$1200	
Full Wedding Church and Reception – Use of Church, Courtyard, and Mission House (Does not include officiant to perform ceremony)		\$2200.00
Use of Courtyard and Mission House only		\$1200.00

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

Revised 2019

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 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 and/or Mission House and Courtyard. 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 decorations 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 her/his rules regarding photography. Your photographer may need extra time to adjust camera 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: _____