



4401 Upton Ave S; Minneapolis, MN 55401
 Phone: 612-922-4272
 Email: info@LakeHarrietSpiritualCommunity.org
 Web: www.LakeHarrietSpiritualCommunity.org

2010 COMMITMENT CEREMONY CONTRACT

Dear Friend,

Date: _____

Thank you for choosing Lake Harriet Spiritual Community (LHSC) for your Ceremony. This form is your official Contract. Please complete and return pages 1 & 2 along with the payment for your Ceremony/Reception and the separate Damage Deposit check. **Your reservation is not complete until your payment-in-full, Damage Deposit and the Contract are received in the LHSC Office.**

Thank you.

Name: _____ Phone: _____

Address: _____ E-mail: _____

Name: _____ Phone: _____

Address: _____ E-mail: _____

Primary Contact is: _____ Reservation is for: Ceremony Reception Both

Ceremony Date: _____ Entire Timeframe Including Reception if applicable: _____

Ceremony Exact Time: _____ Reception Timeframe: _____

Rehearsal Date and Time: (Rehearsal is typically the night before the Ceremony at 6 pm) _____

Half-day Ceremony Package: Up to four hours – See Page 3 \$ 750.00

Full-day Ceremony Package with Reception – See Page 3 \$ 1,400.00

Special Needs ~ Check all that apply ~ See Definitions of Special Needs and Activities on Page 2

Sound Tech/Equipment \$ Included in Package

Altar Clearing needed \$ Included in Package

Extra Time for Ceremony or Reception (Additional Hours over 4 or 8): \$ _____

Entire Building Blocked Fee (\$100 per day) \$ _____

Extra Time for Set-up (Outside Package for Ceremony) Priced on an individual basis \$ _____

Describe Other Needs: Priced on an individual basis \$ _____

Total Rental Fee: \$ _____

Full payment required with Contract to hold the space: Received \$ _____

Separate Damage Deposit Required with Contract: Received \$ _____

Damage Deposit Check is cashed only if building is damaged or left a mess

Damage Deposit is \$200 for Ceremony; Plus \$300 for Reception

***** Cancellations must be made two months prior to the Ceremony for a refund to be given. *****

All Cancellations are charged a Cancellation Fee: \$200 for Ceremony Only and \$300 for Ceremony and Reception (Fee will be deducted from Refund Amount).



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Definitions of Special Needs and Activities

In order to schedule groups in harmony with one another while sharing space in the building, please consider these definitions before you indicate on the Contract which of these activities or special needs your event will include:

Altar Clearing: The Altar may not be cleared by anyone other than LHSC personnel. At your request, we will clear the Altar and the dais of everything except the table and the lectern. Table will be dressed with a white cloth and two white oil candles. Other requests should be communicated to the Administrator. (Note: Oil candles do not work well for Unity Candle Ceremony.) Fee: Add \$40

Sound Tech/Equipment: Sound Technician and use of the House Sound System is provided for your Ceremony and Rehearsal – Includes microphones, playing tapes and CDs and use of grand piano. Longer events will be quoted on an individual basis. Fee: Add \$50

Other requests for room set-up or changes should be communicated to the Administrator. Fee: Will be quoted on an individual basis.

Drumming or otherwise engaging in loud activity – We need to know this so we don't put quiet activities near loud activities.

Meditating or otherwise engaging in activity necessitating quiet surroundings – We need to know this so we don't put quiet activities near loud activities.

Burning incense, sage or candles: Only token or symbolic amounts of incense or sage may be burned because of environmental allergies and because the building has been damaged by smoke in the past. Please do not use scented candles and remember to extinguish all candles at the end of your event. You are responsible for cleaning up all ash and wax spills.

Food and Beverages must be confined to the Kitchen and Fellowship Hall ONLY. Only water is permitted in all other rooms.

Thank You for treating our Sacred Space with care and respect. Your support in nurturing this building allows for future use by the general public.

Please read the Facility Rental Policy included in this packet, pages 4 & 5. Your signature below is your agreement to follow these guidelines. If you have questions or concerns, please contact the LHSC office. Thank you!

I have read, understand and accept the conditions stated in the Rental Contract and in the Facility Rental Policy.

Signed: _____ Date: _____

Remember to complete and return pages 1 & 2 with your Payment and a separate Damage Deposit check. **Your reservation is not complete until this Contract, your Payment-in-Full and your Damage Deposit are received in the LHSC Office.**



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2010 Commitment Ceremony Packages

Half-day Ceremony Package is perfect for a Ceremony-only (No Reception) event ~ This package includes up to four hours time the day of the ceremony and includes: The Sanctuary for the Ceremony and the Rehearsal (usually the night before), two changing rooms the day of the ceremony, Altar Clearing, Sound Technician and Sound Equipment for the Ceremony and the Rehearsal and an LHSC Coordinator who will help ensure that the Church meets all your expectations throughout the entire ceremony process and on Your Big Day.

The Half-day Ceremony Package is \$750. Plus a separate Damage Deposit of \$200.

Full-day Ceremony Package includes greater than four hours, and up to eight hours, which allows enough time and space for the Ceremony and the Reception. The package includes: The Sanctuary for the Ceremony and the Rehearsal (usually the night before), two changing rooms the day of the Ceremony, Altar Clearing, Sound Technician and Equipment for the Ceremony and Rehearsal, use of the Fellowship Hall and Kitchen the day of the Ceremony, use of tables, chairs and dishware for Reception and the LHSC Coordinator who will help ensure that the Church meets all your expectations throughout the entire ceremony process and on Your Big Day.

The price for the Full-day Ceremony Package is \$1,400 for Ceremony and Reception. The Full-day Ceremony and Reception (separate check) Damage Deposit is \$500.

Additional Services and Fees that MAY apply to the Half-day and/or Full-day Ceremony Package:

Extra Time for Ceremony or Reception: If you wish to reserve more than 4 hours/8 hours (depending on Package) on the day of the Ceremony, please add **\$50 per hour** to the costs on Page 1.

Entire Building Blocked: If you want to rent the Entire Building, which means that no new rentals will be permitted in the building during the timeframe of the Ceremony and Reception, there is a fee of **\$100**. (Rentals booked previous to your booking will be allowed to stay in the building during the day. You will be informed of this prior to finalizing your Contract.)

Extra Time for Set-up: If you want to reserve time for set-up that falls outside the normal timeframe for your Ceremony and Reception (for example, the day before the Ceremony) this will be priced on an "as needed" basis. Please talk to the Coordinator for Rental Rates.

Notes and Additional Services:

The Sanctuary holds 200 people and the Fellowship Hall (2400+ sq. ft.) will seat 140.

All Ceremony Receptions must end in time to be cleaned up and out of the building by **midnight**.

Damage Deposit checks will be held until after the Ceremony and then destroyed. If you'd like your check returned by mail, please tell your LHSC Ceremony Coordinator.

You are welcome to use a Minister of your choice for your Ceremony. If you do not have a Minister, please consider using Rev. Carol McCormick, Ministerial Guide at LHSC. Please contact Carol directly about performing your Wedding Ceremony @ 763-546-4133.

Facility Rental Policy

- 1. Respect:** This building and property are sacred space. We ask all those who sponsor and attend events here to act respectfully. As the Renter, you are responsible for the behavior of those attending your event. All use of the premises is to be with the knowledge and approval of the office staff.
- 2. Weddings:** Full payment is required in advance for rentals. Refunds will only be given for cancellations made two months prior to the rental date. Cancellations received after the two month deadline will not be refunded. Rentals require a \$200 Damage Deposit and Receptions require an additional \$300 Damage Deposit, written in a check separate from the Rental payment. When the building is left clean, locked and all furnishings are replaced, the Damage Deposit will be shredded. If these conditions are not met, LHSC has the right to claim the Damage Deposit and to bill the Renter if damages exceed the Damage Deposit amount.
- 3. Access to the Building: The building will not be opened for you.** You are responsible for opening and closing the building. It is your responsibility to confirm your reservation and to make sure the office has all the completed payments and a completed rental contract. You must contact the office two weeks prior to your event to get the **lock box code** in order to have access to the building.
- 4. Before You Leave:**
 - ✓ Make sure all garbage and recycling is **sorted** into proper bins and is ultimately moved to bins located in the Parking Lot. **If this is not done we reserve the right to use your Damage Deposit to pay someone to sort the garbage from the recycling. Empty all bottles before putting them in the recycling bin.** Extra trash bags can be found in the Kitchen cabinet located in the corner nearest the pass-thru area.
 - ✓ Pick up all items used (pillows, pens, paper clips, candles, trash, cups, etc.)
 - ✓ Empty all trash cans and deposit full bags in outside receptacle.
 - ✓ Restore all furniture to original placement.
 - ✓ Check front walk for cigarette butts and place in outside receptacle.
 - ✓ Turn out ALL lights – including the bathrooms and the dome lights in the sanctuary.
 - ✓ Turn off all fans (the overhead sanctuary fans must “click” to be off).
 - ✓ Close windows.
 - ✓ Check the kitchen to make sure all dirty dishes are washed and put away.
 - ✓ Make sure all candles are extinguished and coffee pots are unplugged.
- 5. CHECK AND LOCK ALL DOORS:** Lock main front doors placing all locks horizontally and making sure slide-locks in door edges are in full-up and full-down position. Lock lower front door and close and lock Fellowship Hall door to 44th Street. It is your responsibility to secure all doors and make sure the building is locked. **If the building is left unlocked after your use, we reserve the right to charge an additional \$50 fee per door.**
- 6. Process:** Renters must complete a **Rental Contract** and return it with the **Payment-in-full and Damage Deposit** to the LHSC office in order to confirm and hold the space.



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7. **Food/Snacks/Meals:** Food preparation and use must be kept to the Kitchen and Fellowship Hall. **Only water is allowed outside of these rooms.** We will use your Damage Deposit to pay for cleaning of food or drink spills. Kitchen floor, countertops and appliances are to be cleaned and all dishes used must be washed and returned to their storage place before leaving the building. A garbage pail, broom, dustpan, vacuum cleaner and mop are available for your use and are located in the Maintenance Room near the Men's Restroom door.
8. **Room Arrangement and Furniture:** Please feel free to arrange the furniture as needed for your event. However, do so with care and return everything to its original placement when your event is finished. Failure to do so will cause you to lose your Damage Deposit as we will need to pay someone to re-stage the space.

Chairs and tables are located in the Fellowship Hall and large closet. The chairs should be restacked in the closet in the Fellowship Hall.

Decorating: Please use utmost care when decorating. Tape will damage paint and wood finish.
9. **We ask that you not change the Altar in the Sanctuary** – You are welcome to light the candles and you may place flowers and ceremonial candles on the Altar. Please do not allow candles to drip on altar: either use dripless candles or place fire-proof protection under the candles.
10. **Space Usage:** There *may* be other groups in the building with you. Please be respectful of their privacy and need for quiet and confine your group to the specific rooms rented. Renters can use the space only for purposes as explicitly stated on this document.
11. **Rental Distinction and Advertising:** Renters are renting space ONLY from LHSC and will not represent this rental activity to any entity or person as an LHSC sponsored event.
12. **Restrooms are accessed by all Renters through the Fellowship Hall. This means that other people may walk thru your Reception to use the Restrooms.**
13. **Supervision:** For safety and legal purposes, adults must supervise minors at a 1:7 ratio.
14. **Conduct:** Renters are expected to conduct themselves in accordance with generally accepted standards of conduct and ethical and legal behavior and ensure actions of guests, colleagues or others brought into the building are in accordance with these expectations.
15. **This is a Smoke-Free building.** A receptacle is provided outside the lower front door.
16. **LHSC Holds the Right to Immediately Suspend Rental** to any Individuals who have not paid their agreed upon rental fees, who use the building without explicit permission from the Administrator, who do not have a current and valid contract or who use the building for inappropriate uses or not in accordance with requirements as specified in this rental contract.
17. **Loss of Personal Property:** Lake Harriet is a community space and the building is often open. Therefore, when a renter leaves personal property on the premises, they realize they are taking a risk and will not hold LHSC responsible for any loss of personal property.