

**CROSSROADS CHURCH OF DENVER  
WEDDING FEES & FACILITY USE AGREEMENT**

\_\_\_\_\_  
Wedding Date & Time

\_\_\_\_\_  
Bride's Name

\_\_\_\_\_  
Rehearsal Date & Time

\_\_\_\_\_  
Groom's Name

**Contact Information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

<b><u>WEDDING FACILITY FEES:</u></b>		<b><u>DUE</u></b>	<b><u>PAID / DATE</u></b>
Chapel	\$ 600	_____	_____
Sanctuary	\$ 500	_____	_____
<b><u>RECEPTION FACILITY FEES:</u></b>			
Chapel Patio	\$ 200	_____	_____
Multi-Purpose Room	\$ 200	_____	_____
Coffee Shop	\$ 200	_____	_____
<b><u>RESERVATION FEE:</u></b>	\$ 50	_____	_____
<b><u>DAMAGE DEPOSIT:</u></b>	\$ 200	_____	_____
	<b>Total Due</b>	_____	_____

**ALL COUPLES REQUESTING USE OF CROSSROADS FACILITIES ARE REQUIRED TO HAVE COMPLETED THE "C-PREP" PREMARITAL TRAINING OR EQUIVALENT.**

Facility Fees include use of the designated areas for the wedding rehearsal, wedding ceremony, wedding hostess, sound/lights/AV technician and custodial cleanup.

**Provided Services:**

A wedding hostess and sound technician will be provided to serve as a liaison with Crossroads Church. The hostess will assist with your wedding in the following ways: Initial contact to discuss the process and plans for the rehearsal and wedding, organize and direct the rehearsal, receive and distribute payment to pastor, musicians, soloists, pianists, etc., assemble bridal party, and assure license is filled out and mailed. The sound tech will provide microphones and play recorded music as requested. Additional services must be negotiated between the Bride and Groom and the hostess.

**Honorariums:**

Facility use fees do not include honorariums and other fees associated with the wedding. Such fees may include the officiating pastor, pianist, soloist, musicians, or other specialist involved in the ceremony. These fees must be paid the night of the rehearsal and presented to the wedding hostess for distribution.

The damage deposit (refundable) and the reservation fee shall be paid as a down payment to reserve your wedding date and shall be paid when your wedding has been approved and officially placed on the church calendar. The balance is due thirty days before the wedding date. The damage deposit will be refunded by check within thirty days following the wedding, providing there is no damage or violation of policies.

Should the wedding be cancelled, the reservation fee and damage deposit can be refunded if written notice is given in a timely manner. See the Wedding Manual for specifics.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

Approved by Crossroads Church of Denver, Inc. \_\_\_\_\_