

*WELCOME TO OUR CHURCH. WE ARE HONORED TO SHARE IN YOUR WEDDING DAY. WE ASK WHILE YOU ARE HERE THAT YOU RESPECT AND HONOR THE HOUSE OF OUR LORD WHICH IS FILLED WITH PEACE AND LOVE. AND WHEN YOU LEAVE HERE WE PRAY YOU WILL HAVE THE PEACE OF GOD IN YOUR HEART.*

### **AGREEMENT FOR RIGHT TO USE HARMONIE CHURCH FACILITIES**

IN CONSIDERATION FOR THE USE AND ENJOYMENT OF THE HARMONIE CHURCH FACILITIES, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING CONDITIONS AND RULES:

#### **CONDITIONS**

IN CONSIDERATION FOR THE USE AND ENJOYMENT OF THE FACILITIES YOU HEREBY RELEASE THE COMMUNITY CHAPEL ASSOCIATION AND CHARRETTE MEMORIAL ASSOCIATION FROM ANY CLAIM FOR PERSONAL INJURY WHILE USING THE PREMISES, EVEN IF THE INJURY IS CLAIMED TO HAVE BEEN CAUSED BY NEGLIGENCE OF THE COMMUNITY CHAPEL ASSOCIATION AND/OR CHARRETTE MEMORIAL ASSOCIATION, AND YOU AGREE TO FULLY INDEMNIFY THE COMMUNITY CHAPEL ASSOCIATION AND CHARRETTE MEMORIAL ASSOCIATION FOR ANY JUDGEMENT AND ATTORNEY FEES AND COSTS RESULTING FROM ANY SUCH CLAIM.

IN CONSIDERATION FOR THE USE AND ENJOYMENT OF THE FACILITIES, YOU AGREE TO BE LIABLE AND RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE HARMONIE CHURCH AND SURROUNDING GROUNDS DURING USE OF THE PREMISES, AND TO FULLY INDEMNIFY OR PAY THE COMMUNITY CHAPEL ASSOCIATION FOR SAME.

#### **RULES**

##### FACILITIES

Seating capacity is limited to 100 persons in pews, total 110 persons including chairs. No exceptions, due to fire codes.

Center aisle is 39 feet long and 36 inches wide.

Altar table is 68 inches long and 30 inches wide. Do not move this table for any reason.

The cross is 3 feet wide by 5 feet high.

Ten pews on each side of the aisle (total 20 pews). These pews are **not** to be moved in any direction.

A restroom and dressing room are available in the rear annex. These areas must be left clean and in the same condition as they are found. Our facility will not accommodate hair and makeup services for the wedding party. Please have this service before arriving at church.

##### ALCOHOL / ILLEGAL DRUGS

**NO ALCOHOLIC BEVERAGES** may be consumed or served **AT ANY TIME** on the Church property or in the **PARKING LOT**. No **ILLEGAL DRUGS** may be used on the premises. Show respect at all times on the Church grounds.

## TOBACCO

**USE OF TOBACCO PRODUCTS ARE NOT PERMITTED** in the **Sanctuary** or in the **Rear Annex**. **SMOKING IS PERMITTED OUTDOORS, ONLY IN PARKING LOT AREA.** Please use container (at end of sidewalk near the fence) for cigarette disposal. Please **do not** throw cigarettes on ground or in gardens. Please show respect for the church.

## BUBBLES

Only **BUBBLES** may be used **outside** the building. No **rice, bird seed** or **fresh flower pedals** allowed. **Silk pedals** may be used inside. We don't want to harm the animals or environment.

## REHEARSAL /WEDDING

The rehearsal should be scheduled a day or two before the wedding. Allow approximately **ONE HOUR** for rehearsal. Arrangements can be made with wedding coordinator to open the church one hour before rehearsal time, to allow for decorating, except for fresh flowers. Your florist will have access to Sanctuary one hour before time of wedding. Photographers will have one hour after ceremony to take pictures. Any other special arrangements should be discussed with wedding coordinator.

**ARRIVE ON TIME FOR REHEARSAL AND WEDDING, AT LEAST 30 MINUTES EARLY.**  
**IT IS IMPORTANT TO LET WEDDING PARTY KNOW THIS AHEAD OF TIME.**

**Church will be closed one hour after scheduled time of rehearsal and wedding.**

This is a courtesy to those directing the wedding.

## MUSIC

You may request the services of the Harmonie Church Organist, Gene Hilgendorf (636 497-5696). You will need to discuss arrangements and fee with him. You may provide your own organist or other appropriate music. If providing own organist, will need to make arrangements with Carol Cole (see below) as organ is locked between Sunday services. Our sound system is available for use, provided have responsible person to operate.

## FLOWERS / CANDLES

It is suggested that florist use plastic or glass containers for any floral arrangements.

**Only a unity candle is allowed. All candles must be driplless.**

Accessories may be added to church pews with plastic clips or ribbons. **NO STAPLES, NAILS TAPE OR GLUE.** All decorations must be removed immediately after the wedding.

## PHOTOGRAPHS

Pictures may be taken in or outside the church, before or after service. Video taping is allowed. **Please note time guideline. Church will be closed one hour after end of ceremony.**

## MINISTER

Our Interim Pastor Rev. Luke Schmalz may be available upon request by calling 920 428-0030. You will discuss fee at time of agreement. Whether using our pastor or providing your own, it will be necessary to make sure date is available.

## SCHEDULING / VIEWING

Weddings are scheduled on a first come, first served basis. A wedding is **NOT CONFIRMED** until the contract has been returned and **FULL PAYMENT** received. To view church or schedule wedding, contact **Carol Cole at 314 852-7729.**

Harmonie Church is open on Sunday 9:30-11:30 AM. Regular Worship service is 10:00 AM. Please feel free to attend a service at anytime. Our service is non-denominational and everyone is invited to attend.

During summer months, Memorial Day to Labor Day, no Saturday wedding may start after 3:00 PM. Church is used for Catholic Mass beginning at 5:00 PM.

## CHURCH BELL

**DO NOT RING BELL! Do not allow any guest or member of wedding party to ring bell. Bell is very fragile.** Violation of this rule will be considered **“DAMAGE TO THE CHURCH PROPERTY”**. Wedding Party will be responsible for any repairs or replacement, which could be **extremely expensive.**

## UNITED STATES FLAG AND CHRISTIAN FLAG

**PLEASE DO NOT MOVE OR REMOVE EITHER FLAG, BOTH ARE EASILY DAMAGED.**

Any violation is the responsibility of the party(s) signing this contract and agreement.

## SANCTUARY

Please keep **ALL DOORS CLOSED** except for entering and leaving the church. This will help greatly with the heating and the air conditioning. **Controls for heating and air conditioning are to be adjusted by wedding coordinator only.** DO NOT MOVE OR REMOVE CHURCH FURNISHINGS. (Pews, Altar Table or Chairs, Speakers, Pulpit, Flags, Music Selection Board, Memorial Board, Baptism Font or Sound System). This will be considered damage to The Church Property.

## DIRECTION AND ADDRESS

Address: 24924 S. Stracks Church Rd., Wright City MO. 63390. Take Hwy 70 West to Exit 200 (Wright City). Left on Hwy F-follow through Wright City, approx. 2.8 miles to Hwy M (four way stop). Right on Hwy M approx. 2.9 miles to S. Stracks Church Rd. turn left to Harmonie Church. There is a sign on corner of S. Stracks Rd. and Hwy M, that indicates church is 3 miles. Any questions call Carol Cole 314 852-7729, wedding coordinator.

**I HAVE READ AND UNDERSTAND THE FORGOING CONDITIONS AND RULES AND  
HEREBY AGREE TO BE BOUND BY THE SAME.**

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

Signature: \_\_\_\_\_

Applicant (s) Name: \_\_\_\_\_

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

Phone Number (s) \_\_\_\_\_

**PLEASE SIGN AND RETURN WITH CONTRACT. BE SURE TO KEEP A COPY FOR YOUR  
RECORDS.**