

**WEDDING CONTRACT  
HARMONIE CHURCH  
Wright City, MO 63390**

For the use of Harmonie Church for your wedding, a fee of \$500 for wedding and rehearsal is due at the signing of this contract. Make payable to Community Chapel Association.

BRIDE \_\_\_\_\_ Phone \_\_\_\_\_

GROOM \_\_\_\_\_ Phone \_\_\_\_\_

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

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

PASTOR/OFFICIANT conducting service \_\_\_\_\_

Phone Number \_\_\_\_\_

**BY SIGNING THIS AGREEMENT, YOU AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT, INCLUDING THE RULES ATTACHED HERETO:**

Signed \_\_\_\_\_  
(Bride)

Signed \_\_\_\_\_  
(Groom)

**PLEASE RETAIN THE CONTRACT RULES & A COPY OF THE CONTRACT AGREEMENT FOR YOUR RECORDS.**

\*\*\*\*If the wedding is cancelled 30 days prior to the wedding date, a full refund will be made. Cancellation less than 30 days before wedding date, a \$100 fee will be deducted.

**PLEASE MAIL THIS PAGE AND FULL PAYMENT TO:**

Community Chapel Association  
C/O Linde Flanders  
971 Aspenetter View Drive  
Innsbrook, MO 63390

Revised 27 Nov 2021

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 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 if 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.

Communion 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.

There are ten pews on each side of the aisle for a total of 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 were found. Our facility will not accommodate hair and makeup services for the wedding party. Please have this service prior to arriving at church.

## ALCOHOL/ILLEGAL DRUGS

**No alcoholic beverages** may be consumed or served **at any time** on the church property or on 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 the parking lot area. Please use urn at the end of the sidewalk near the fence for cigarette and cigar disposal.** Please do not throw cigarettes on the ground or in the gardens. Please show respect for the church.

## BUBBLES

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

## AISLE RUNNER

Due to the potential for falls and injury, etc. on an aisle runner, these are not allowed.

## REHEARSAL/WEDDING

The rehearsal should be scheduled a day or two before the wedding. Allow approximately **ONE HOUR** for rehearsal. Arrangements may be made with the 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 the sanctuary one hour prior to the wedding. Photographers will have one hour after the ceremony to take photos. Any other special arrangements should be discussed with the wedding coordinator.

**ARRIVE ON TIME FOR THE REHEARSAL AND WEDDING--AT LEAST 30 MINUTES EARLY. IT IS IMPORTANT TO LET THE WEDDING PARTY KNOW THIS AHEAD OF TIME.** The church will be closed one hour after the scheduled time of the rehearsal and wedding.

## MUSIC

You may request the services of the Harmonie Church organist, Gene Hilgendorf (636.497.5696). You will need to discuss arrangements and his fee with him. You may provide your own organist or other appropriate music. If providing your own organist, you will need to make arrangements with the wedding coordinator as the organ is locked between Sunday services. Our sound system is available for use provided you have a responsible person to operate it.

## FLOWERS/CANDLES

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

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

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

Photos may be taken inside or outside the church before, during, and after the service. Videotaping is also allowed.

**Please note time guideline. The church will be closed one hour following the service.**

#### MINISTER

Our Pastor, Rev. Doug Kraus, may be available upon request by calling his cell phone at 660.734.5443 or e-mailing him at [d.kraus@juno.com](mailto:d.kraus@juno.com). You will discuss his fee at the time of the agreement. Whether using our pastor or your own, it will be necessary to first make sure they are available for your date.

#### SCHEDULING/VIEWING

Weddings are scheduled on a first-come, first-come basis. A wedding is **NOT CONFIRMED** until the contract has been returned and **FULL PAYMENT** received. To view the church or schedule a wedding, contact Linde Flanders at 314.518.8702.

Harmonie Church is open on Sundays from 9:30-11:30 am with the regular worship service at 10 am. Please feel free to attend a service at any time. Our service is non-denominational and everyone is invited to attend.

During the summer months, Memorial Day, to Labor Day, no Saturday wedding may start after 3 pm as the church may be hosting a Roman Catholic Mass at 5 pm.

#### CHURCH BELL

**DO NOT RING BELL! Do not allow any guest or member of the wedding party to ring the bell. The 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 AS 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 cooling. **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, baptismal font or sound system). This will be considered damage to the church property.

**DIRECTIONS AND ADDRESS**

The church address is 24924 S. Stracks Church Road, Wright City (Innsbrook, MO) 63390. Take Interstate 70 to Exit 199. Proceed west on Veterans Memorial Parkway (the south service road). Drive several miles to the stop sign at Stracks Church Road and turn left. Drive approximately five miles to Harmonie Church which will be on your left. Any questions, contact Linde Flanders at 314.518.8702.

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

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

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

Bride & Groom

Applicants Names: \_\_\_\_\_

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

\_\_\_\_\_

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

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

