

The Little Wedding Chapel

www.mylittleweddingchapel.com 734-637-4309

Email: info@mylittleweddingchapel.com

Services Agreement

☐ Ceremony ☐ Photography ☐ Chairs

Bride/Groom

Address

Phone number

Email address

Bride/Groom

Address

Phone number

Email address

Wedding date

Ceremony Time

Wedding location

Minister

Guest Count

Wedding party count

Reception location

City, State

Package purchased

Package total \$

Photography start time

Photography end time

Other photography locations

Photography package details

Chair info

Chair count:

Chair fee:

Additional services

Additional services fee

Ceremony details and additional info

By signing below, the parties listed above agree that The Little Wedding Chapel (hereinafter "The Little Wedding Chapel") will provide the services checked under "Services Agreement" above on the above listed "Wedding Date" for the above listed parties (hereinafter "Client(s)"). By signing below the Client(s) agree to the following terms.

CHAPEL: The Little Wedding Chapel will provide the Heritage Park West Mound Church located at 12415 Pardee Rd. in Taylor, MI for a total of **one hour and forty five minutes** (starting 45 minutes prior to the start time of the wedding ceremony indicated in the section above under "Ceremony Time"), a wedding officiant (if needed), a wedding coordinator(s), decorations (including candles at altar and other locations, decorative flower arrangements at altar, pew bows in the center aisle and other misc. decorations), a bridal suite for preparations and dressing prior to the ceremony, a groom's suite for preparations and dressing prior to the ceremony, an audio system for ceremony music of your choice, a restroom, a wheelchair lift for handicapped access to the ceremony, and a heated and air conditioned environment for a comfortable temperature. The Client(s) understand the Heritage Park West Mound Church is a historic building which contains rare, antique furniture and other decorative items which cannot be replaced easily if damaged. The Client(s) agrees to take the utmost care when using our facility with regards to the furniture, carpet and decorations. The Client(s) will make every reasonable effort to prevent guests, wedding party individuals or wedding attendees from damaging or defacing the West Mound Church or its contents in any way. The Client(s) agree to pay the cost of replacement or repair for any damage to the West Mound Church or its contents caused by the Client(s), wedding party individuals, guests or other individuals at the Client(s) wedding including individuals hired by the Client(s) for services at the wedding ceremony including but not limited to photographers, videographers, coordinators, decorators, etc. The Client(s) agree to not have food or drinks placed on or around the antique furniture in any area of the church. **The client(s) agree to vacate the premises taking all belongings from the church before the two hour rental period has ended. The Client(s) understand there will be no reentry back into the church after the two hour rental period.** The Client(s) understand The Little Wedding Chapel is not responsible for items left behind after your wedding ceremony is complete. A minimum retainer payment of \$900 is due upon reserving your date for a chapel rental. The Client(s) understand the retainer payment is forfeited in the event of a cancellation by the Client(s) if less than 180 days prior to the ceremony date. Any additional payments over and above the retainer payment are refunded at 100% if the wedding ceremony is cancelled by the Client(s). If the Client(s) wish to reschedule the wedding ceremony at any time, the minimum retainer payment amount as well as additional payments made toward the balance can be used to reserve an alternate date for the wedding ceremony if the Client(s) choose to do so. The rescheduled date is subject to availability for the newly requested date and time. The Little Wedding Chapel cannot guarantee any specific date or time when rescheduling the wedding ceremony. **The Client(s) agree to have the entire wedding party arrive at the chapel 45 MINUTES EARLY in order to have ample time for a ceremony rehearsal prior to the wedding ceremony.** This rehearsal does not need to include the bride. If the wedding party does not arrive on time, they forfeit the opportunity to have a ceremony rehearsal, which could result in errors during the ceremony by the wedding party and or the The Little Wedding Chapel staff. The Little Wedding Chapel is NOT RESPONSIBLE for errors during the wedding ceremony if the Client(s) do not arrive on time for a rehearsal. The Little Wedding Chapel **WILL NOT** start the ceremony late in order to provide enough time for the ceremony rehearsal. **If the Client(s) choose to delay the start time of the ceremony more than 15 minutes past the ceremony start time indicated above in the, "Ceremony Start Time" section due to individuals arriving late, the Client(s) agree to pay a \$100 fee.** This fee will be charged to the debit or credit card used to book the ceremony. If the Client(s) paid the with cash, this amount will be billed to the Client(s) and is due within 7 days after the ceremony date. Client(s) agree to pay any remaining balance at least 3 days prior to the wedding day. The remaining balance is to be paid by **CASH ONLY**, no other payment types will be accepted. The Little Wedding Chapel reserves the right to cancel the wedding if the Client(s) fail to pay any remaining balance at least 3 days prior to the wedding date. If other payments arrangements are required, the Client(s) must contact The Little Wedding Chapel no less than two weeks prior to the wedding date to make such arrangements. The Client(s) agree to send the "Ceremony Questionnaire" form to The Little Wedding Chapel via the The Little Wedding Chapel website no less than 5 days prior to the wedding. This form can be found at: www.heritageparkweddings.com/ceremony. The Little Wedding Chapel cannot guarantee the music choices for the Clients ceremony will be accurate if the Client(s) fail to send the Ceremony Questionnaire within the requested time. The Client(s) may choose not to submit a ceremony questionnaire form if the ceremony does not require this information.

GAZEBO: The Little Wedding Chapel will provide the Heritage Park Gazebo located at 12415 Pardee Rd. in Taylor, MI for a total of three hours (starting 45 minutes prior to the start time of the wedding ceremony indicated in the section above under "Ceremony Time"), a wedding officiant (if needed), wedding coordinator(s), and an audio system for music. **The Client(s) understand artificial flower petals may NOT be used at the gazebo; only real flower petals may be used.** The Client(s) agree to remove any trash and other belongings from the gazebo area after the ceremony is completed. The Client(s) agree and understand the Gazebo rental is a rain or shine booking with a no refund policy for inclement weather. In the event of inclement weather, the Client(s) may choose to start the ceremony up to 30 minutes early or delay the starting of the ceremony by up to 30 minutes (subject to availability) without being charged any fees for doing so. The Client(s) may also choose to move the ceremony into the church (if available), but a \$1300 fee will apply. This fee will be due at that time.

PHOTOGRAPHY: The parties agree to cheerful cooperation and communication for the best possible result within the definition of this assignment. The Photographer recommends that the Client(s) designate an "event guide" to point out important individuals for informal or candid photographs to the photographer during the wedding that they wish to have photographed. The photographer will not be held accountable for not photographing desired people if there is no one to assist in identifying people or gathering people for photographs. The Photographer is not responsible if key individuals fail to appear or cooperate during photography sessions or for missed images due to details not revealed to him. The Photographer is limited by the guidelines of the ceremony official or reception site management. The Client(s) agree to accept the technical results of their imposition on the photographer. Negotiation with the officials for moderation of guidelines is Client(s) responsibility; The Photographer will offer technical recommendations only. The Photographer and assistant (s) (if applicable) would appreciate assigned seats at the reception during times where photography is not needed such as dinner. If seating is unavailable, the Photographer and assistant(s) (if applicable) will make other arrangements. A retainer in the amount of one-half of total amount is due and payable at the time the contract for services is signed. The remaining balance is due AT LEAST one week prior to the date of the wedding. The Photographer reserves the right to withhold services if the Client(s) fail to abide by these terms. No checks, money orders, credit cards or debit cards are accepted for payment of the remaining balance less than 7 days prior to the wedding date.

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Photography Limitation of Liability: In the unlikely event that the photographer is injured or becomes too ill to photograph the event, the Photographer will make every effort to secure a replacement photographer. If the situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received for the photography portion of this agreement. In the unlikely event that some or all digital images have been lost, stolen, or destroyed for reasons within or beyond the Photographer's control, the Photographer's liability is limited to the return of all payments received for the photography portion of the event package. The limit of liability for a partial loss of images shall be a prorated amount based on the percentage of total number of images taken. Because a wedding is an uncontrolled event, the Photographer cannot guarantee delivery of any specifically requested image(s). The photographer for the wedding will be John Thompson himself (unless otherwise specified) with the addition of an assistant(s) if applicable. In the unlikely event of illness or uncontrollable circumstances hindering the attendance of the Photographer, the Clients may decline a replacement photographer and receive a full refund of all monies paid, terminating the photography portion this agreement. Refunds will be mailed to the Client(s) within 10 business days of the cancelation request.

Copyright & Usage: Clients will have the right to make and use copies of the images for their personal use on electronic mail, web pages, etc. The Clients will not make copies for sale or for the purpose of circumventing sale of the images by the photographer, nor will the Client(s) authorize any reproductions of the images for commercial use. The Photographer will retain shared copyright in all images created and will have the right to make reproductions and use images on Photographers company website, social media and other advertising means. The Photographer will only make reproductions for the Clients, the Photographer's portfolio, for use in samples, self-promotions or for professional competition and review. The Photographer will not make reproductions for other use without first obtaining the written permission of the Clients. Until final payment for services rendered is made, the photographs produced by John Thompson and/or the assigned photographer from The Little Wedding Chapel are protected by Federal Copyright Law (all rights reserved) and may not be reproduced in any manner.

Enlargements and Additional Prints: The Client(s) must order enlargements and/or additional prints within 90 days of the wedding date when a print credit is given to the Clients. No credit will be given toward prints after 90 days. Additional custom made albums will be delivered within this time frame unless otherwise agreed by the Client(s) and Photographer to extend this time frame past 90 days.

CHAIR RENTAL: The Little Wedding Chapel will furnish white folding chairs for the above listed parties for a wedding ceremony at the Heritage Park Gazebo located at 12111 Pardee Rd. in Taylor, MI on the above listed date. By signing below the Clients agrees to the following terms: The total number of chairs being set up at the gazebo is shown in the "Chair count" field above. The Client(s) agree to notify The Little Wedding Chapel if additional chairs are needed no less than 3 days prior to the date listed above under, "Wedding Date". The Client(s) will make every reasonable effort to prevent guests or attendees from damaging or defacing the chairs in any way. All chairs shall be returned in the same condition as they were when rented. If damage to the chairs is found, a separate assessment shall be made for its repairs or replacement. In case of damage, the Client(s) shall be responsible for any additional cost for repair of the damage incurred except damage due ordinary wear and tear. The Client(s) shall not sublease the chairs to anyone or use the chairs in an illegal manner or for illegal purpose. The Client(s) understand the chairs being provided are rated for a weight of 275 pounds. The Client(s) agree The Little Wedding Chapel will not be responsible for chair failure due to exceeding the chair weight limit. The Client(s) agree to not remove or relocate any chairs from the Heritage Park Gazebo area unless The Little Wedding Chapel is notified prior to doing so and both parties agree to all conditions pertaining to moving the chairs. The Client(s) understand and acknowledge that the use of tables/chairs entails both known and unknown risks including, but not limited to, physical injury from falling, slipping, crashing or colliding, emotional injury, paralysis, distress, damage or death to any participant. The Client(s) hereby voluntarily and expressly release, indemnify, forever discharge and hold harmless The Little Wedding Chapel from any and all liability, claims, demands, causes or rights of action whether personal to me or to a third party, which are in any way connected with participation in this activity, including those allegedly attributable to negligent acts or omissions.

Sub Total

Chair fee:

Additional Services

Grand total

YOUR BALANCE MUST BE PAID IN CASH NO LESS THAN 3 DAYS PRIOR TO YOUR WEDDING DATE.
PLEASE CALL US TWO WEEKS PRIOR TO YOUR WEDDING DATE TO MAKE AN APPOINTMENT TO PAY
YOUR BALANCE AND GO OVER THE FINAL DETAILS OF YOUR WEDDING CEREMONY. THANK YOU!

Retainer Amount

Balance due

Payment Info:

By signing below, both The Little Wedding Chapel and the Client(s) acknowledge that both parties have read, understand and agree to the terms of this agreement for the services being purchased by the Client(s).

Client(s) signature(s) _____

Date _____

Printed Name: _____

The Little Wedding Chapel authorized signature _____

Date _____

Printed Name: _____