



# Christ Redemption Tabernacle Church

*"We're More Than A Church"*

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## Request For Wedding Ceremony

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

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

Member of C.R.T.

Non Member

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

Member of C.R.T.

Non Member

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Time \_\_\_\_\_

Officiator/Minister \_\_\_\_\_

Officiator/Minister From C.R.T. Needed

Officiator/Pastor Kevin Dobbs

Date of Rehearsal (if known) \_\_\_\_\_

Time \_\_\_\_\_

\*\*\*Musician Needed

\*\*\*Soloist Needed

Wedding Coordinator's Name: \_\_\_\_\_

Wedding Coordinator Telephone \_\_\_\_\_

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

\*\*\*Ceremony Coordinator from C.R.T. Needed

Decorator's Name \_\_\_\_\_

Decorator's Telephone: \_\_\_\_\_

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

\*\*\*C.R.T. Sanctuary Décor Team Needed

\*\*\*Lady D's Creative Design Décor Needed



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## Stage 2 Information To Be Filled In 4-6 Weeks Prior To Wedding Ceremony Date

### Music:

CD

Musicians

Songs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are having live music, will you need to use one of C.R.T. Musicians? \_\_\_ Yes \_\_\_ No  
(additional fee will be required)

### Space Utilization:

Changing Rooms For Bridal Party  
\_\_\_ Men \_\_\_ Women \_\_\_ Children

Bride's Holding Area?

### Photographs

Will photographs be taken at C.R.T.?  
\_\_\_ Sanctuary \_\_\_ Outside/ Courtyard

### Expected Number of Guest for Ceremony

\_\_\_ Guests

### Rehearsal Date & Time

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (3 hour maximum)

### Ceremony Extras

Communion  Salt Covenant

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## C.R.T. Wedding Policies and Procedures

1. ALL couples must attend pre-marital counseling before marriage if they would like Pastor Dobbs to perform the wedding ceremony.  
(Contact church office for more information on Counseling 716-285-2990 )
2. Wedding rehearsal is a maximum of 3 hours. Please arrive 15 - 20 minutes earlier.
3. ALL weddings must start ON TIME; parties involved should be at the Church 30 – 45 minutes prior to ceremony.
4. Music must be tasteful and church appropriate. Music must be submitted two (2) weeks in advance for approval.
5. The ceremony should reflect your Love for each other and for God.
6. Marriage License must be present at or prior to the rehearsal time, if Pastor Dobbs is to officiate. (Please remember: No license, No ceremony)
7. If you have a wedding coordinator, they must meet with the C.R.T. Executive Administrator or another designated representative of C.R.T. to go over the wedding protocol and procedures 3 to 4 weeks in advance.
8. You are responsible for ALL of your wedding needs and supplies. We DO NOT provide aisle runners, candles, guest books, etc.)

If you still have questions after reading this document, please feel free to call our church office Tuesday – Friday from 10am – 3pm, at 716-285-2990.

\_\_\_\_\_ Renter's Initials



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## Wedding Rental Fee Sheet

Security Deposit **	\$200	
Sanctuary Rental ***	\$400	
C.R.T. Associate Minister Officiator	\$100	
Pastor Dobbs Officiator	\$200	
Musicians	\$125 (each)	
Soloist/ Singers	\$100 (each)	
Wedding Ceremony Coordinator	\$100	
C.R.T. Decorating Team ****	\$125	
Decorative Pillars	Tallest Pair - \$100 Medium Pair - \$75.00 Shortest Pair - \$50.00	
Custodial Fee (Mandatory)	\$100	
Attendant Fee (Mandatory)	\$75	
<b>Total Rental &amp; Fees</b>		
		(includes security deposit)

\*\*Sanctuary Rental includes day of ceremony as well as rehearsal day.

Wedding Day – Maximum of 5 hours

Rehearsal Day – Maximum of 3 hours

\*\*\*The decoration fee DOES NOT include supplies and equipment needed for decorations. This is the sole responsibility of the renter.

A Security Deposit of \$200.00 will be due upon signing the rental agreement. This will guarantee your date and time on the C.R.T. calendar. A 50% deposit of the Wedding Rental & Fee Total will be due 60 days after booking the wedding or 2 weeks after booking (should the wedding date be less than 60 days from booking date). The balance & final payment will be due 30 days prior to the event. (See the payment schedule on Wedding Party Rental Details sheet.) If the balance is not paid 30 (thirty) days prior to the event, C.R.T. has the right to cancel the agreement. In this event, all monies will be refunded WITH THE EXCEPTION OF THE SECURITY DEPOSIT. Please see stipulations in the rental agreement pertaining to the security deposit.

**ALL DEPOSITS & PAYMENTS MUST BE MADE BY CASH, POSTAL MONEY ORDER, CASHIER'S CHECK, or CREDIT/DEBIT CARD. PERSONAL CHECKS WILL NOT BE ACCEPTED.**



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Booking Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Wedding Party Rental Details

- |   |                      |
|---|----------------------|
| 1. Security Deposit                                       | \$ _____             |
| 2. Sanctuary (900 Seating Capacity)                       | \$ _____             |
| 3. Minister/ Officiator (Pastor or Associate Minister)    | \$ _____             |
| 4. Musicians # _____                                      | \$ _____             |
| 5. Soloist/ Singers # _____                               | \$ _____             |
| 6. Wedding Coordinator                                    | \$ _____             |
| 7. C.R.T. Decorating Team                                 | \$ _____             |
| 8. Custodial Fee  | \$100.00 (Mandatory) |
| 9. Attendant Fee  | \$75.00 (Mandatory)  |
| Total Rental & Security Deposit                           | \$ _____             |
| Less Security Deposit                                     | \$ _____ \$ _____    |
| Security Deposit Paid on (_____/_____/_____)              |                      |
| 50% of Rental Amount Due: (Payable 60 Days after Booking) | \$ _____             |
| Date Due: _____/_____/_____                               |                      |
| Date 50% of Rental Amount Paid _____/_____/_____          |                      |
| Amount Paid: \$ _____ (_____)                             |                      |
| Balance Due: (Payable 30 Days Prior to the Event)         | \$ _____             |
| Date Due: _____/_____/_____                               |                      |
| Date Balance Paid: _____/_____/_____                      |                      |
| Amount Paid: \$ _____ (_____)                             |                      |

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
C.R.T. Representative 's Signature



**Christ Redemption Tabernacle Church**  
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**Security Deposit Refund Information**

Security Deposit To Be Refunded To:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Security Deposit Refund Mailed On: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Renter's Initial



# Christ Redemption Tabernacle Church

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## Christ Redemption Tabernacle Church Inc. (C.R.T.) RENTAL AGREEMENT

### A. PROVISIONS

1. NO SMOKING permitted inside the building or on any outside property of the C.R.T.
2. NO ALCOHOLIC beverages permitted on the C.R.T. property.
3. Absolutely NO FOOD, DRINKS, GUM CHEWING in the C.R.T. Sanctuary.
4. No admission charge shall be collected by the renter. Any event that includes fund raising must be approved in advance by the C.R.T. Administrative Office.
5. No one is permitted to borrow or remove any C.R.T. property.
6. The furniture, musical instruments, fixtures, etc, are not permitted to be moved unless permission is given in advance during contractual meetings with C.R.T. Administration.
7. No decorations of any kind shall be applied by staples, tape, nails, thumbtacks to any fixtures or walls on the interior or exterior of the building.
8. Special attention must be made to control noise or music that would disturb neighbors or create a nuisance. Please inform your guests, musicians, DJ's etc.
9. Children MUST BE Supervised and under control at all times.
10. Running and Horseplay is prohibited anywhere on the C.R.T. property.
11. C.R.T. requires a C.R.T authorized person to be available and on premises during the entire time of your event. For each hour or part thereof in excess of the stated granted hours for the rental of Christ Redemption Tabernacle, there will be an additional fee of \$50.00 per hour , payable in advance.
12. C.R.T. is NOT RESPONSIBLE OR LIABLE for any property brought or delivered to C.R.T. premises, or for theft, fire, or damage at any time that it remains on the premises.



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13. Rentals are for rooms specified on the Event Information Sheet only. Attendees are not permitted in other rooms in the building, other than restrooms. Room use for Rehearsals, Dressing Rooms, etc. is included in the rental fee, and must be indicated at the time of contract. If other groups/ meetings are scheduled elsewhere in the building, renters shall make every effort to avoid disturbing their activities.

## B. SECURITY DEPOSIT

1. A security deposit of \$200.00 is required the day the contract is signed in order to guarantee the day and time the function will be held. If applicant cancels the contract within 30 days of the signing, the deposit will be refunded. After that time it is forfeited. If the contract is cancelled by C.R.T. for any reason, the deposit will be refunded.

2. The security/ damage deposit shall be refunded within fifteen business days (15) days after the inspection of the premises following the event, less the cost of any expenses that may have occurred as a result of damage to the premises, furnishings, equipment, instruments, theft, or unusual or excessive cleanup, and/or additional time used over the granted hours as shown on the contract. If any expenses should exceed the amount of the Security Deposit, the applicant agrees to pay the difference. If the Niagara Falls Police Department or Fire Department should respond to any disturbance, for any reason, the event will be terminated and the entire security deposit is forfeited.

I have read and understand all of the contents of the rental contract and agreement, and agree to abide by the provisions and terms set forth therein. I acknowledge receipt of this rental contract.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
C.R.T. Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date





## Christ Redemption Tabernacle Church

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Please mail, email, or fax the Rental Agreement back to us. All deposits should be mailed to:

### Christ Redemption Tabernacle Church

ATTENTION: Administrative Office

339 22<sup>nd</sup> Street

Niagara Falls, New York 14303

716-285-2990 (Church Office)

716-284-1368 (Fax)

Visit Us: [www.christredemption.org](http://www.christredemption.org)

Email: [contactus@christredemption.org](mailto:contactus@christredemption.org)