

Wedding Services Contract

Wedding Date: _____ Ceremony Time: _____ Reserved Time: _____

Reception: Yes / No

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Total Wedding Fee For: _____ \$ _____

Deposit Received: _____ \$ _____ Method: _____

Balance Due By: _____ \$ _____ Method: _____

Balance is due 30 days prior to your wedding.

CotP Internal Use Only:

Initial CotP Representative

Date

CotP Rep Initial -

Deposit Rep: _____ / Final \$ Rep: _____



**CATHEDRAL
OF THE PINES**

TEN HALE HILL ROAD * RINDGE, NH 03461
(603) 899-3300 * WWW.CATHEDRALOFTHEPINES.ORG

Wedding Services Contract

Wedding Services Fees*:

Weekday	\$800
Saturday, Sunday and Holiday	\$1500
Reception Site with ceremony	\$500 additional
Reception Site only	\$800

As part of your wedding contract agreement Cathedral of the Pines agrees to provide the following:

- Use of our sound system, to be set up by the Cathedral of the Pines staff
- Access to our on-site wedding room for thirty (30) minutes prior to your ceremony start time.
- One (1) hour for your wedding ceremony
- Thirty (30) minutes prior to and thirty (30) minutes following your wedding ceremony hour for set-up and break-down.
- No wedding will ever be double booked. Two (2) hour reservations made with the Cathedral of the Pines guarantees wedding parties exclusive use of our venue.
- In the event of inclement weather, you may use the Hilltop House.

Cancellation policy: To reserve your date with the Cathedral of the Pines, a **50% non-refundable deposit** is required and must be made no later than two weeks from the time of booking. The remaining balance of 50% is due thirty (30) days prior to your wedding date.

Any cancellation of your reservation made more than thirty (30) days prior to your scheduled wedding date will be **eligible for a balance refund (not deposit)**, **only if the date and time of your reservation is rebooked for another wedding.** If your date cannot be rebooked you will not be eligible for a refund.

Should you need to reschedule your wedding ceremony, your deposit and balance paid will be applied to the future date at no extra cost to you.

** The Cathedral of the Pines reserves the right to change Wedding Services Fees without notice. Upon acceptance of your signed contract and deposit, your rate will be considered fixed and no increases may be applied.*



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Cathedral of the Pines Policies and Procedures:

- 1) A 50% non-refundable deposit is required to be paid no more than two weeks after booking of your ceremony date and time slot.
- 2) All deposits are non-refundable regardless of circumstances.
- 3) Your balance is due thirty (30) days prior to your wedding date.
- 4) You are responsible for obtaining the service of a licensed celebrant to perform the marriage ceremony, managing the flow of the ceremony, and organizing all vendors and preparations.
- 5) You are responsible for obtaining any and all musicians and/or music to accompany your ceremony. Cathedral provides sound set up and assistance.
- 6) Alcoholic beverages are not allowed on Cathedral of the Pines property. Any violators will have the beverages confiscated and a repeat offense will result in the participants leaving the grounds.
- 7) Your wedding ceremony is limited to one hour. Your rehearsal is limited to one half hour.
- 8) It is imperative that you arrive on time. If the wedding starts late, you are still confined to the one hour reserved and will not be allowed additional time.
- 9) Should the wedding be delayed more than a half hour it may become necessary for us to postpone your ceremony until another slot is open and you will be billed for additional time.
- 10) If you are planning to have a rehearsal, we suggest you schedule this when booking the wedding date.
- 11) In the event of inclement weather your wedding ceremony will take place indoors in the Hilltop House. Cathedral reserves the right to make a determination.
- 12) The Cathedral of the Pines is a natural setting so elements that are a potential fire hazard are not permitted (including unity candles).
- 13) Due to safety concerns, aisle runners are not permitted in the outdoor sanctuary.
- 14) Please refrain from throwing confetti or rice. Birdseed, bubbles, and live flowers or flower petals are acceptable.
- 15) All decoration set up and removal is the sole responsibility of the wedding party. Clean up is not included in your Cathedral of the Pines Wedding Contract agreement.

Initial here to indicate that you have read and accept the Cathedral of the Pines Policy and Procedures as stated above.



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To finalize your reservation with Cathedral of the Pines please sign and date this Cathedral of the Pines **Wedding Services Contract** and return it to the Administration Office. Wedding ceremony date and time will not be reserved without a signed copy of this contract.

A 50% (fifty) non-refundable deposit is due no more than fourteen days from the date this contract is completed. Failure to meet this requirement may result in loss of reservation.

We the prospective couple agree to abide by all policies and procedures of the Cathedral of the Pines as noted in this contract.

RESERVATION DATE

RESERVATION TIME

PRINT NAME

DATE

SIGNATURE

PRINT NAME

DATE

SIGNATURE

CATHEDRAL OF THE PINES REPRESENTATIVE

DATE



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