

Wedding Event Leader Accountability Contract

I _____, confirm that I am the designated event leader for the _____ wedding party to be held at

Clear Lake Church of the Nazarene on ___/___/_____ and any associated events or

rehearsals. I _____, confirm that I am the Alternate

Wedding Event Leader for the above listed.

Wedding Event Leader Requirements

1. Be the first person to arrive and show the group the activity area.
2. All decoration and decorative equipment are to be supplied by the wedding party.
3. All decoration and decorative equipment are to be completely and promptly removed after the wedding ceremony without damage to walls, or other surfaces.
4. Only driplless candles may be used during the ceremony.
5. No rice, confetti, or similar substance or litter may be thrown in the church or on the church premises.
6. All furniture that is moved must be replaced where originally found.
7. After the wedding ceremony, make sure the area is completely picked up and restored to the same condition as found.
8. Dispose of all garbage and waste paper in the proper receptacles
9. Make sure no group members remain in the building following the conclusion of the activity.
10. Turn off all lights, except designated night-lights, and make arrangements with the Building Coordinator or Wedding Coordinator to ensure all doors are locked and secured.

Damage to Facility

It will be the responsibility of the Wedding Event Leader to assure that there is no damage to lighting, fixtures, walls, doors, projectors, technical equipment, plumbing, or any other furnishings anywhere on campus. Clear Lake Church of The Nazarene may withhold deposit money and or request additional payment if damages occur.

**I acknowledge that I have read the Wedding Event Leader
Accountability Contract and agree to abide by the terms listed.**

Signature: _____ Date: _____
(Wedding Event Leader)

Signature: _____ Date: _____
(Alternate Wedding Event Leader)