



McMurray Gospel Assembly Wedding Agreement

In submitting this request for the use of the McMurray Gospel Assembly building, I understand and agree to the following conditions for its use.

Please initial beside each responsibility:

- The user agrees to comply with the “Maximum Occupation Limits” that are posted by the Fire Department (in accordance with the SAFETY CODE ACT).
- The user is responsible for all set up and take down, including additional tables and chairs.
- The user is responsible to appoint someone to be the clean-up contact for the Wedding Supervisor. This person’s duties would include ensuring that: .
 - All personal belongings, decorations, equipment, etc. must be removed from the building on the day of the wedding.
 - All flower arrangements and church decorations are returned to their original positions.
 - Bag all garbage.
 - A cleaning check-list is completed with pastor before leaving.
- The user is responsible to ensure that:
 - NO ALCOHOL of any kind is either stored or consumed in the building or on the grounds.
 - NO SMOKING/VAPING occurs within the building.
 - NO CONFETTI, RICE, OR REAL FLOWER PETALS are used in the building.
 - Absolutely NO candles, lanterns, sparklers, etc, are used in the building, except for the unity candles (dripless candles only) on the platform. These MUST have plastic underneath to catch wax drippings.
 - NO TAPE of any kind can be used on the laminate flooring, doors or walls.
- The user accepts responsibility for any damage to grounds, building or contents and will reimburse McMurray Gospel Assembly for any costs incurred as a result of the event.
- Use of building and equipment is limited to the areas and times approved in the Application Form.
- Bookings DO NOT include the use of any MGA kitchen supplies, coffee or other supplies.
- Each request will be dealt with on an individual basis and will not be confirmed without approval from the board or pastoral staff. Processing time may take a minimum of 14 days to a maximum of 60 days.
- Maximum Occupancy: Main Auditorium - 400 ; Lower Auditorium - 100

If any of the stipulations outlined in the Wedding Policy and Application creates difficulty, please feel free to contact the Office Manager with your concerns.

Signature:

Printed Name:

Date:

Witnessed by:

Printed Name:

Date: