



FACILITIES RENTAL CONTRACT

This contract is made this date, _____, by and between Woodlawn Cemetery, 501 c 13 non-profit origination, hereinafter referred to as "Woodlawn" and:

Renter name, address, and phone number), hereinafter referred to as the "the Renter."

The parties hereby agree as follows:

1. Place, date and time of use per attached Ceremony Reservation Form:

- a. The Renter shall rent (circle one) Front of Park, East Addition or Public Mausoleum for purpose of a wedding rehearsal and wedding ceremony.
- b. The Renter shall arrive and depart the cemetery in strict conformance with the contracted times set forth on the Facilities Rental Contract. No exceptions shall be made regardless of whether or not the Renter or vendors arrive and begin the set-up for the event on time. Contracted times are from the Renter's arrival for set up to final departure of the Renter and his/her entire party. The Renter must allow time for removal of personal property that will allow for departure at or prior to the contracted time. Vendors must follow the rental usage period guidelines. Vendors cannot deliver "early" to the front office of Woodlawn Cemetery.

2. Deposit, Fee and Cancellation Policy

- a. Security Deposit: \$500
The security deposit is separate from the rental fee and is refunded as follows:
The security deposit will be refunded within 30 days after the event date. If any repairs are required or excess maintenance issues exist after the event, including damages caused by a party associated with the event, Woodlawn will deduct the cost of those repairs or maintenance from the security deposit. If the cost exceeds the deposit, the Renter will be liable for the balance. If the Renter disagrees with the Woodlawn's determination, the Renter may appeal to the Board of Directors by filing a written appeal within ten days of receipt of the security deposit reduction letter. The Board of Directors will schedule a meeting to review the matter and make a final decision.

If the rental fee is not paid in full 30 days prior to the event, the reservation will be cancelled and the Renter will forfeit the security deposit.

Exceeding the rental time will result in a forfeiture of all or part of the security deposit based on an hourly rental fee of \$200 per hour.

b. Rental Fees:

Ceremonies may be scheduled within one of the time slots noted below. The Rental Fee is due in full 30 days prior to the event date.

If the Rental Fee is not paid in full 30 days prior to the event, the reservation will be canceled and the Renter will forfeit the Security Deposit.

Days of the Week	Rental Block	Rental Fee
Friday	4:30 – 7:00pm	\$550
Saturday	4:00 – 8:00pm	\$700
Sunday	No services provided	

c. Cancellation Policy:

In the event of a cancellation, written notification must be received to cancel reservation. Upon cancellation, the security deposit refund schedule is as follows:

- Written notice received more than 180 days prior to the ceremony – 100% refund of security deposit.
- Written notice received within 180 days of the ceremony – 50% of the security deposit refunded.
- Written notice received within 90 days of the ceremony – no refund of the security deposit will be issued.

If there is an emergency and the Renter must postpone a wedding, Woodlawn will assist the Renter with rescheduling the event. The deposit may be applied to your rescheduled date if booked within one year of the cancellation. If the wedding is not rescheduled within the one year, deposit will be retained by Woodlawn.

3. Hours and Availability

a. Rehearsal

1 hour for ceremony rehearsal

The venue may be scheduled, based on availability, for a one-hour wedding rehearsal 1 – 3 days prior to ceremony. Renter is encouraged to secure that date with Woodlawn Cemetery and applicable vendors (officiant/musicians, etc.) as far in advance as possible to assure availability.

Woodlawn reserves the right to schedule back to back rehearsals on any specific date, example 5:00 – 6:00PM and 6:00 – 7:00PM

b. Ceremonies

Friday – 3 hours on day of ceremony includes set-up, ceremony, and clean up per rental block above.

Saturday – 4 hours on day of ceremony includes set-up, ceremony, and clean up per rental block above.

4. Staffing

Woodlawn will provide an employee who will be present for the rehearsal and ceremony. The employee will be responsible for opening the historic mausoleum, adjusting the temperature and lighting, answering questions, handling emergency situations, supervising set up and clean up, and assuring that rental policies are followed. The Woodlawn employee will survey the public mausoleum after the event and write a deposit refund recommendation.

Woodlawn will provide the same employee to serve as a gate attendant and will monitor and direct traffic and parking. The Renter must provide his/her own valet if desired.

Woodlawn does not employ wedding coordinators, staff musicians, photographers or a minister. It is the responsibility of the Renter to provide their own officiates, musicians, etc.

5. Public Mausoleum/Furnishings

- Approximately 40 guests can fit comfortably in the Public Mausoleum.
- 10 chairs and 1 bench are provided for additional seating or you can provide your own seating arrangement.
- 50 is the maximum capacity per the cemetery building code.
- There is no restroom within the mausoleum, but there is one available only a short walking distance to the front office.
- There are no dressing rooms available on the premises for bridal parties to get ready on site.

6. Decorations

Decorating the venue will need to be accomplished during your usage period. A list of decorations to be considered for approval must be submitted no later than 30 days before the wedding. All decorations, florals, equipment rentals, etc., must be removed from the public mausoleum immediately following the ceremony. No candles are permitted on cemetery grounds. No permanent attachments or decorations may be used which will cause damage to the historic building or other surface areas (nails, screws, glue, tape, etc.) Real flower petals may not be scattered inside the mausoleum due to staining. Freeze-dried petals may be used.

7. Prohibited Activities

- Receptions are not permitted.
- Woodlawn does not permit food, beverages or alcohol on the premises.
- Woodlawn Cemetery is a smoke free environment. We ask the Renter to inform guests of this policy.
- No throwing of birdseed, rice or confetti on the grounds is not permitted. Birdseed is permitted.
- Dogs or pets of any kind are not permitted.

- No flammable items (fireworks, candles & etc.) are permitted on the grounds. No lanterns are to be lit and released on the cemetery grounds.
- Violations of the contract may result in a forfeiture of the facilities and or the deposit.

8. Inspection and Remedies

After the rental period, Woodlawn employee will conduct a post-use inspection of the facilities and prepare a report that note of any breaches of contract and related deductions from the security deposit, if any. Woodlawn will mail the security deposit, less deductions, to the Renter within 30 business days after the event. If the Renter breaches any of his or her duties or damages the facilities, Woodlawn reserves all of its rights including, but not limited to, deduction from the security deposit for each specific violation of a particular provision of this contract. Woodlawn shall make all such determinations at its own discretion.

9. Indemnification and Limitation of Liability

The Renter bears full responsibility for event attendees. Accordingly, the Renter shall indemnify Woodlawn Cemetery Association, including its employees and Board of Directors from and against any and all claims arising out of or resulting from the Renter's rental of the facilities. Woodlawn's maximum liability under this contract shall be the refund of sums paid by the Renter.

10. No Warranty

Woodlawn does not warrant that its facilities are suitable for any particular purpose nor does it warrant any conditions on the premises. The Renter agrees that he/she has had an opportunity to examine the facilities; and that the Renter will accept the premises in "as is" condition.

I have read and fully understand to and agree with the terms of Woodlawn Cemetery's Facility Rental Contract. I understand that non-compliance of the terms of this contract by me or my guests may result in forfeiture of all or part of my security deposit.

First Renter's Signature: _____

Date: _____

Second Renter's Signature: _____

Date: _____

Woodlawn Representative: _____

Date: _____