



Wedding Package Worksheet

Considered part of Rental Agreement.

Event Name: _____ Date: _____
 Start Time _____ End Time _____ Wedding Time _____

Choose the Silver or Gold Package to start planning your special day:

SILVER PACKAGE \$299

GOLD PACKAGE \$499 (\$549 Value)

90 Minutes use of Chapel
 Up to 10 Guests (plus 2 being married)

3 Hours use of Chapel
 Up to 30 Guests (plus 2 being married)

Wedding Ceremony Add-ons:

PACKAGE PRICE: \$ _____

Additional Chapel Time: \$100/additional hour _____ X \$100 = \$ _____

Additional Guests: \$50 / each 10 guests up to 60 total _____ X \$50 = \$ _____

Rehearsal in Chapel: \$75/Hour (Date & Time: _____) _____ X \$75 = \$ _____

Reception with Wedding Add-ons:

1st Floor (including Kitchen for final prep) \$75 /hour (minimum 2 hrs) _____ X \$75 = \$ _____

Use of outdoor decks for primary function space \$50 / hour _____ X \$50 = \$ _____

Round Tables \$10 X _____ Round Cloths \$10 X _____ Rect. Cloths \$5 X _____ = \$ _____

Any Adjustments: _____ \$ _____

HeartLight Center Package Total..... \$ _____

Payments: 50% of HLSC Package deposit due with signed Rental Agreement to book your event. Remaining 50% due 30 days prior to event
 Event may be cancelled if balance due is not paid 30 days prior.
 Payments accepted: Cash, Check, Creditcard, PayPal, CashApp

Cancellations: All Cancellations are subject to a \$75 Admin Fee deducted from any refund.
 ~ 90+ Days from Event: Full Refund (Less Admin Fee)
 ~ 90 - 31 Days from Event: 50% Refund (Less Admin Fee)
 ~ 30 Days from Event: No Refund

Wedding Party Contact Info:

Bride: _____

Email: _____

Phone: _____

Groom: _____

Email: _____

Phone: _____

Add-ons paid directly to individual providing service: Deposit requirements vary.

HeartLight Minister – Starting at \$150 \$ _____

Officiant Requested _____

Pre-Ceremony Meeting/Rehearsal with Minister – Starting at \$50..... \$ _____

HeartLight Witness - \$25 each X \$25 = _____

A/V Coordinator - \$35 - \$50/hour depending on job X \$ _____ = _____

HLSC Setup/Tear Down Fee - \$15/Hour/Person (People _____ X Hours _____ X \$15) = \$ _____

Individual Add-ons \$ _____ Plus Heartlight Total above = Total Cost \$ _____

Scheduling Notes:

To allow the event center to run smoothly with multiple events in one day, **time reserved for weddings is from arrival to departure.** This includes outside vendors requiring time to setup/tear down. There is no additional setup time or cleanup time included in any package. Other events may be scheduled starting or ending 30 minutes before or after your event.

Additional fees if your event runs beyond scheduled time: \$75 per 15 min.
If 30+ minutes over, you may be asked to vacate with no refunds.

Audio/Visual Use

HeartLight offers a full range of A/V options including amplified mics for officiants, readers and musicians, standard or custom ceremony music, video of ceremony and/or streaming of ceremony. Any use of A/V requires on-site A/V Coordinator @ \$35 - \$50 per hour depending on job. Custom video production starts at \$200.

Outside Vendors:

You may use outside vendors for your wedding. Outside vendors must include HLSC as an additional insured with minimum liability limits of \$500,000 CSL and provide us with a valid certificate of insurance and signed hold harmless agreement 30 days prior to the event.

HeartLight Wedding Coordinator, Officiants and Vendor suggestions are available on the website @ www.weddingsandeventsclt.com

For coordination, please provide outside vendor contact information:

Photographer:

Company _____
Contact Person _____
Phone Number _____
Email _____

Decorations:

Company _____
Contact Person _____
Phone Number _____
Email _____

Florist:

Company _____
Contact Person _____
Phone Number _____
Email _____

Officiant:

Company _____
Contact Person _____
Phone Number _____
Email _____

Caterer:

Company _____
Contact Person _____
Phone Number _____
Email _____

Wedding Coordinator/Other _____:

Company _____
Contact Person _____
Phone Number _____
Email _____

Notes:

Deposit Amount Paid \$ _____ Date _____ Method _____

Balance Due Date _____ Amount _____ Method _____



HeartLight Spiritual Center Weddings and Events Facilities Use Agreement

EVENT NAME _____ DATE _____

THIS AGREEMENT made as of this _____ day of _____, 20 _____
by and between **HeartLight Spiritual Center (“HLSC”)**, whose address is 7300 Mallard Creek
Road, Charlotte, NC 28262, and _____,
 (“Renter”) collectively, the “Parties”.

The Parties agree as follows:

Event Space Rental. HLSC hereby grants a limited and revocable license (the “License”) to the following Renter for use on the Event Date or Recurring Dates and during the hours specified under this Agreement. Arrival and departure times are the beginning and ending times of the agreement. There is no additional set-up or tear down time granted outside the contract hours.

Viewings After Contract Signed. One additional viewing (no more than 1 hour in length) by the Renter with any vendors (if applicable) is included in the contract. Additional viewings are limited to 1 hour in length and subject to the following fees payable in cash to the Event Coordinator at the time of the additional viewing: 2nd Viewing: \$20, 3rd Viewing \$30, etc...

Disclaimer. The Space shall be provided by HLSC as-is and HLSC makes no warranty regarding the suitability of the Space for Renter’s intended use.

Condition. The HeartLight Family has great appreciation for our Spiritual Home. After the completion of the Event, the Renter shall leave the Space in the same or similar condition as received from HLSC.

HVAC. Any reasonable requests for adjustment to the HVAC system will be performed by the HeartLight staff.

Damages. Beyond ordinary wear and tear, Renter shall be responsible for any damage caused by Renter’s use of the Space. Any stains on the sanctuary carpet from event shall incur a \$150 Carpet Cleaning Fee.

Cleanup. A \$50 cleaning fee will be charged if Center is not left in the same condition as received. Renter is responsible for depositing all trash generated at the event in the proper waste receptacles on site and returning all tables, chairs and any other equipment moved to the original location or a location designated by the event coordinator.

Use of A/V Equipment. Should Renter desire to use our A/V equipment, renter will pay our A/V Coordinator directly the prevailing fee per hour. Only the A/V Coordinator may turn on or use A/V equipment including mics, pianos or projection system.

Photo Release. The HeartLight staff may take photographs at the event and HeartLight reserves the right to use these photos for promotional purposes. It is understood by Client, their guests and vendors that attendance at an Event at The Farm includes permission to use their images in such materials.

Right of Entry. HLSC shall have the right to enter the space at any time for any reasonable purpose, including any emergency that may threaten damage to HLSC’s property or injury to any person in or near the space.

Indemnification. Renter hereby indemnifies and holds harmless HLSC from any damages, actions, suits, claims, or other costs (including reasonable attorneys’ fees) arising out of or in connection with any damage to any property, injury or illness caused to any person (including death) caused by Renter’s use of the Space, including any acts or omissions on the part of Renter or of its hired Vendors, including their employees, officers, directors, independent contractors, or other agents. Renter shall notify HLSC of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury.

Revocation. HLSC shall have the right to revoke the License at any time prior to the Event Date, provided it gives Renter prior written notice of revocation. Email will suffice as written notice.

Termination. If circumstances beyond the control of HeartLight (Acts of God, Severe Weather, Utilities Down, etc.) force us to cancel your reservation, renter can choose to allow all sums paid to be refunded or credited toward a rescheduled event.

Cancellation. Renter may cancel the Event by notifying HLSC. The cancellation policy is outlined in the Rental Worksheet.

Governing Law. This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of North Carolina, without regard to conflicts of law principles.

Entire Agreement. This Agreement, along with any planning worksheets, and credit card authorization forms constitutes the entire agreement between Renter and HLSC, and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

RENTER: (Person Making Payments)

Sign _____

Print _____

HEARTLIGHT SPIRITUAL CENTER

Sign _____

Print _____

HeartLight Spiritual Center Representative

Rental Notes:



HeartLight Event Center Credit Card Authorization Form

PLEASE COMPLETE AND RETURN THIS AUTHORIZATION FORM.
All information will remain confidential. This form is part of the rental agreement.

EVENT NAME: _____ DATE OF EVENT: _____

Name of Party/ies: _____

Cardholder Name: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ MasterCard _____ Discover _____ AmerExp

Credit Card Number: _____

Expiration Date: _____ CVC Code: _____

Deposit Amount to Charge: _____ (USD)

INITIAL HERE to authorize HeartLight Center to charge the above credit card for Balance Due 30 Days prior to Event Date indicated above.

INITIAL HERE to authorize HeartLight Center to charge the above credit card for any of the following that apply to the rental: (No initial requires a \$200 cash security deposit)

- A) Cleaning Fee: Up to \$50 if Center not left in same condition as rented
- B) Damage to Center: Up to \$200 (Over \$200 client will be notified)
- C) Time Overage fees: \$75 per 15 Minutes over scheduled end time

Cardholder - Print Name, Sign and Date Below:

Signed: _____

Name: _____

Dated: _____

Notes:

Deposit Charged: _____

Balance Due Charge Date: _____

To Use **Paypal**: Send Payment to
Info@HeartLightCharlotte.org

To use **CashApp**: Send Payment to
\$HEARTLIGHTEVENTS

The information on this form will
be kept secure and shredded
after the event.

HeartLight Wedding & Event Center
7300 Mallard Creek Road, Charlotte, NC 28262
704-669-7300
weddingsandeventsclt@gmail.com