

# Cathedral of the Pines

## Wedding Ceremony Contract

Wedding Date: \_\_\_\_\_ Ceremony time: \_\_\_\_\_

Does this include a reception? Yes / No (If yes, an additional contract is required)

**Bride Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Groom Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Prices

Circle one:

**Two-hour** ceremony on Friday, Saturday, Sunday or Holiday \$2,500. 10% Veteran discount is \$2,250  
Monday-Thursday \$2,000. 10% Veteran discount: \$1,800

**One-hour** ceremony on Friday, Saturday, Sunday or Holiday \$1,500. 10% Veteran discount is \$1,350  
Monday-Thursday \$1,500. 10% Veteran discount: \$900

**30-minute** Vow Renewal ceremony any day of the week \$300. 10% Veteran discount \$270

**15-minute** Elopement Ceremony any day of the week \$200. 10% Veteran discount \$180.

## Payments

To reserve your date, a 50% non-refundable deposit is due no later than fourteen days from the time of booking. The remaining balance is due no later than thirty days prior to your wedding date.

If either of the couple is a Veteran, there is a 10% discount on the ceremony.

**Cancelation Policy:** If cancelation of your reserved date is necessary, your deposit may be used toward choosing another date, subject to availability. If you are unable to reschedule, then you will be refunded any deposit less the 50% that remains non-refundable.

## Cost

Total Amount Due: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Deposit Amt. received: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Date received: \_\_\_\_\_ Balance Due Amt Date Rec'd \_\_\_\_\_

***Cathedral of the Pines reserves the right to reschedule or cancel ceremonies if due balance is not received  
30 days prior to event date.***

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

- Two-hour ceremonies include 30 minutes before & 30 minutes after for a total of 3 hours.
- One-hour ceremonies include 30 minutes before & after for a total of 2 hours.
- Vow renewal 30 minutes ceremonies include 15 minutes before & after for a total of one hour.
- Fifteen-minute elopement ceremonies include 15 minutes before & after for a total of 45 minutes.
- Use of our venue includes access to the Bridal Suite.

### **Policies and Procedures**

1. Your signed wedding contract is due no later than fourteen days after reserving, otherwise, we may not be able to hold your date open. Mail your contract (along with your 50% deposit) to Cathedral of the Pines, 10 Hale Hill Road, Rindge, NH 03461 or email to [info@cathedralofthepines.org](mailto:info@cathedralofthepines.org).
2. Cathedral of the Pines accepts checks, money orders, credit /debit cards and cash. If paying by cash, please pay in person at the office. To pay by phone please call 603-899-3300. If mailing, please send to the above listed address.
3. In accordance with New Hampshire State law, alcoholic beverages are not permitted on Cathedral of the Pines grounds, except when booking a reception to follow a ceremony (which is a separate contract and cost).
4. It is the responsibility of the wedding couple to obtain services of a licensed celebrant to perform a wedding ceremony and/or vow renewal. In addition, it is your responsibility to manage the timely flow of your ceremony and organizing any vendors and preparations associated with your ceremony.
5. It is the responsibility of the wedding couple to obtain music, services of musicians, or DJs to accompany your ceremony. Cathedral provides sound set up and assistance. Thirty days before your ceremony date, please notify the Cathedral's office as to what sound set up you would like.

6. Your wedding ceremony is limited to your allotted time; wedding party and guests may arrive prior to the ceremony start time. For example, if you are having a two-hour ceremony that starts at 12pm, you may arrive at 11:30am and leave Cathedral by 2:30pm.
7. A one-hour wedding rehearsal is part of your ceremony contract and fee. The rehearsal is scheduled on a day prior to your wedding date, usually within one week. While we try to accommodate your preferred time for a rehearsal, time slots are subject to availability, especially during the busy season and on weekends. Please call the office to set up a date and time. Please note: the rehearsal hour is a practice of your ceremony only.
8. It is imperative that you adhere to the arrival and departing times noted on your reservation as other events may be taking place before and after your ceremony.
9. In the event of inclement weather, your ceremony may take place inside the Hilltop House.
10. For any indoor event or gathering of any type inside the Hilltop House, there is a maximum capacity of one hundred people. This is per order of the fire codes and insurance regulations and therefore there can be no exceptions.
11. Elements that could create potential fire hazards may not be used indoors or outdoors. These items can include, but are not limited to, candles, fireworks, sparklers, etc. Solar lanterns and/or flameless candles are acceptable. There is no smoking inside or outside anywhere on the grounds.
12. Due to the natural settings of the Cathedral's outdoor grounds, balloons, glitter, rice, plastic anything, or confetti tossing are not permitted. As an alternative, you may use birdseed, bubbles, or real flower petals while outside.
13. Decorations may not be attached with tape, wire, nails or screws in the trees or outbuildings or otherwise displayed in any way which will damage the venue. All décor set up and removal is the sole responsibility of the wedding party.
14. Aisle runners in the outdoor sanctuary are not permitted due to safety concerns and tripping hazards.

***Please initial below to indicate that you have read and accept this contract.***



\_\_\_\_\_

**Date:** \_\_\_\_\_



\_\_\_\_\_

**Date:** \_\_\_\_\_