Foothills Fellowship
12504 Candelaria Rd NE, Albuquerque, NM 87112
505-294-0016

Wedding Policy/Fee Schedule/Agreement for Use of Chapel Facilities

1. All use of facilities by non-members is subject to approval. Requests should be submitted in writing on the form provided at least two months prior to the wedding date.

2. Proof of marital counseling is highly recommended.

3. Music utilized in the ceremony should be consistent with Christian principles in style and message.

4. Same day removal of decorations and general clean up will be the responsibility of the renting party.

5. Should the services of a Foothills pastor be requested, the services of a Foothills wedding coordinator is required.

6. If repair of damages to the building or professional cleaning of furnishings are required these will be the responsibility of the renting party.

7. In order to prevent staining of the carpet brightly colored beverages are prohibited. (No red punch.)

8. Use of candelabra shall be accompanied by drip plates.

9. Birdseed shall be used instead of rice and is allowed only outside the building.

10. Removal of trash to dumpster is expected.

Note: Foothills Fellowship accepts no responsibility for accident or injury to private persons or properties in the buildings or on the grounds when used by private parties.

Fee Schedule

	Wedding Only	***Wedding & Reception***	***Reception Only***	***Applicable Fee***
Building	$400	$600	$400	
Minister	$100			
Wedding Coordinator	$100	$200	$100	
*Site Coordinator (Required)	$150	$250	$150	
*Sound Tech (Required)	$150	$250	$150	
Musicians (2)	$200			
Janitor Service	$60	$120	$60	
Dance Floor Rental		$200	$200	
Total fee:				

A 25% deposit is required upon booking the reservation, with the balance due 2 weeks in advance of the wedding.
Fees are waived for members of Foothills Fellowship.

Please sign and date this document to acknowledge that you understood and agree to the requirements of this document::

_____ _____
Signature Date

Contact Information

Bride's Name		Groom's Name	
Address		Address	
Phone / email		Phone / email	

Wedding Date: _____ Time: _____ Rooms Reserved: _____