Contract for an Extraordinary Celebration

Prior to booking the date, please make an appointment with the pastor (bring the contract with you) to coordinate a time and date. Once the contract is signed by the Pastor, the celebration can be booked in the office. Extraordinary celebration dates and times are subject to availability, this is determined upon pastor’s approval after appointment.

I, ____________________, agree that the Extraordinary celebration for ________________________________ is to take place on ___________________ at ____________.

I authorize the following celebration on the above date and time.

<table>
<thead>
<tr>
<th>CELEBRATION</th>
<th>MAIN CHURCH PRICE</th>
<th>CHAPEL PRICE</th>
<th>WITHIN A MASS PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Baptism</td>
<td>$650-$725</td>
<td>$250</td>
<td>$100</td>
</tr>
<tr>
<td>☐ Wedding</td>
<td>$650-$725</td>
<td>$250</td>
<td>Donation</td>
</tr>
<tr>
<td>☐ Quinceañera</td>
<td>$650-$725</td>
<td>$250</td>
<td>Donation</td>
</tr>
<tr>
<td>☐ Memorial</td>
<td>$250</td>
<td>$250</td>
<td>Donation</td>
</tr>
<tr>
<td>☐ Anniversary</td>
<td>$650-$725</td>
<td>$250</td>
<td>Donation</td>
</tr>
<tr>
<td>☐ Other</td>
<td>$650-$725</td>
<td>$250</td>
<td>$100</td>
</tr>
</tbody>
</table>

Pastor Signature ______________________________________  **Note: This signature only indicates approval and DOES NOT finalize booking your event. You must bring any required documents to the front desk to book your event. Signature valid only until_________________. After this date/ or if you lose this form you will need to make another appointment with Father for another approval signature.**

PASTOR/STAFF ADDITIONAL COMMENTS:
____________________________________________________________________________________________
____________________________________________________________________________________________

I __________________________ the family of __________________________ hereby understand the current donation for a celebration at Our Lady of Refuge Church is the suggested donation of the above noted price and it DOES NOT cover cost of flower arrangements or music for the celebration. If you wish to obtain a list of references, you may ask the front desk.

Payment

Our Lady of Refuge has a minimal suggested fee for use of the church, etc. It should be emphasized, however, that an appropriate offering to the Church is expected and should be proportional to the overall expenses. A suggested amount would be one-tenth of the overall cost of a Funeral Mass.

For Celebrations less than $650, the full payment is required at the time of booking the date.

Payment amount: ________________  Receipt number: ________________

Date Received: ________________  Office Personnel: ________________
For Celebrations $650 and more, see the payment options below.

**Option A:** Pay in Full when booking date. Fee amount: $650   Receipt # ______________Date Received_________

**Option B:** Pay in three payments. Fee amount = $725 (payment plan)

- $225 due upon booking   Receipt # _________________ Date Received: ___________ Office Personnel: _____
- 2nd payment of $250 due by ______________ Receipt # ______________ Date Received: ___________ Office Personnel: __
- Final payment of $250 due by ______________Receipt # _____________ Date Received: ___________ Office Personnel: __
- Late payment Fee of $50 per payment   Receipt # _________________ Date Received: ___________ Office Personnel: _____

**Cancellation Policy**

If there is a cancellation at any point 30% of the payment is non-refundable. If the cancellation is 90 days prior to the extraordinary celebration date 50% of the payment is non-refundable. If the cancellation occurs 30 days prior to the extraordinary celebration date the full payment is non-refundable. *If you change the celebration date 2 months prior to the original date there is a $100 Fee, 2-6 months is a $50 Fee.*

**If an outside priest is requested**

If the family invites an outside priest to celebrate the celebration, the family is responsible in obtaining a form from the parish office of Our Lady of Refuge which delegates permission for the outside priest to come and celebrate the celebration by our Pastor. This form has to be turned in as soon as possible after the date has been booked. The family is responsible for turning in the form signed by the invited outside priest with his contact information. The family is responsible for giving the invited priest a stipend of $50. This form may be turned in to the parish office of Our Lady of Refuge in person, through e-mail, or fax. If the invited priest is late (35 min. or more) to the service, it will be postponed until the next available time slot to ensure that we honor the respected times of the other services. This applies to the main participating party as well (If the family is late).

I am signing below because I agree with all requirements and conditions that are written in this contract.

__________________________     ______________________________            _____________________
Print Name          Signature                    Date

________________________________
Primary Contact #

________________________________
Secondary Contact #

E-mail_______________________________    Address:________________________________________

Office Personnel: ____________________

Last update for contact 08/08/2017