LAKEWOOD

CEMETERY · CREMATION · COMMEMORATION

Wedding Agreement
Terms and Conditions

Date of Ceremony_____ **Time**_____

Estimated Number of Guests:_____

Names of wedding couple:_____

Address: _____

Telephone Number: Day_____ **Evening**_____

Email Address: _____

Wedding Package Fee is $1200.00 plus a $500 Refundable Security Deposit

Lakewood Cemetery Wedding Policy:

Weddings at the Historic Lakewood Chapel may be scheduled from the time we go on daylight saving time until the time we go off daylight saving time. For 2020, these dates are March 8 through November 1. Weddings can only be scheduled on Friday or Saturday during the time of 4:00 p.m. until 6:30 p.m. This two and one-half hour time is intended to include photography and ceremony. We usually suggest a ceremony starting time of 5:00 p.m.

No weddings or rehearsals will be scheduled over the Memorial Day weekend which includes Friday.

Rehearsal:

The Chapel may be scheduled (based on availability) for a one-hour rehearsal between 4:00 p.m. and 5:00 p.m. 1-3 days prior to the ceremony.

Reservations:

Reservations are not complete until User signs the Agreement, pays the fee in full, and a representative of Lakewood Cemetery Association signs the Agreement. A reservation can only be booked by e-mail or by speaking in person or on the telephone with the Lakewood Cemetery Association. Reservations are not accepted via voicemail. Only one rescheduling within twelve months of the original confirmed date is permitted per reservation.

User Fee:

The User fee is $1,200.00, with 50% being non-refundable in the event of a cancellation. This fee includes chapel space, custodial services and technical support. The User fee is payable in full of a single payment of $1,200.00 at the time the User signs the Agreement. Checks are made payable to the Lakewood Cemetery Association.

Security Deposit:

A $500 Security Deposit is required at the time of booking. It is separate from the User Fee (See User 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, Lakewood Cemetery will deduct the cost of those repairs or maintenance from the security deposit.

Cancellations and Rebooking:

If the User must postpone the wedding, a new reservation can be offered without forfeiting the User fee only if the request is made 90 days prior to the original wedding date and if the wedding is rescheduled within one year of the original wedding date.

Refunds:

If User cancels the reservation, User will receive a refund of 50% of fees paid if User sends a letter of cancellation received by the Lakewood Cemetery Association on or before, but no later than, 90 days prior to the wedding date. This cancellation must be in writing or e-mail (info@lakewoodcemetery.org). A verbal cancellation will not be accepted. If User cancels the reservation less than 90 days before the wedding, no refund will be made. If a contracted wedding date is rescheduled, no refund will be made after the 90-day deadline for the original wedding date has expired.

Clergy and the Wedding Service:

User must use his/her preferred ordained minister, priest or rabbi and should confer with him/her prior to wedding ceremony about wedding and liturgical practice. Clergy fees are negotiated on an individual basis and are not part of the Lakewood Cemetery Association wedding fee schedule. Civil ceremonies are permitted in the Lakewood Chapel.

Restrictions-General:

User will comply with all the laws of the United States; the State of Minnesota; all ordinances, rules and requirements of the City of Minneapolis; and all rules and regulations of the Lakewood Cemetery Association and will not do or suffer to be done anything in violation thereof on said premises during the use period. It is the responsibility of the User to obtain a valid Minnesota Marriage License prior to the day of the ceremony. If a violation occurs, User agrees to take the necessary and appropriate actions to correct the violation.

Restrictions-Specific:

Objectionable performances:
All persons using the Lakewood Chapel are to be mindful that the building is used for funeral and other religious services and educational purposes.

Objectionable Persons:
Lakewood Cemetery reserves the right through its management, employees and agents to eject any objectionable person or persons from the chapel. Upon exercise of this authority, through the

management, employees or agents of the Lakewood Cemetery Association, User hereby waives any right and all claims for damages against Lakewood Cemetery Association.

Music equipment:

The chapel has available both a Skinner pipe organ and an upright piano and both may be used for weddings in the chapel. In addition, a wireless microphone and amplification equipment with tape and CD capabilities is also available for use during the wedding ceremony. The use of this equipment is included and is part of the fee associated with this Agreement.

Chapel Capacity:

The chapel has a maximum capacity of 175 persons. User shall not admit more than this number to the chapel.

Care of Premises:

User shall not injure, mar, or in any manner deface the chapel and shall not cause anything to be done whereby the chapel shall in any manner be altered, injured marred or defaced. User shall not drive nails, hooks, tacks or screws into any part of the chapel and will not make alterations of any kind therein, except that User shall be allowed to decorate the chapel temporarily in designated areas, as permitted by the section entitled Decorating and Florist in this Agreement. The wedding party and the florists are under obligation to leave the building in the condition in which it was found. Rice, birdseed or confetti, etc., are not permitted inside or outside the chapel or anywhere on its premises or on the cemetery grounds.

Alcohol, Tobacco, Guns:

No food, beverages or alcohol are permitted anywhere on the premises. Lakewood Cemetery is a smoke free organization: Smoking is prohibited in all buildings (offices, chapels, mausoleums) throughout the grounds. It is the responsibility of the persons making the wedding arrangements to ensure that all members of the wedding party are informed and observe these policies.

Lakewood Cemetery also prohibits the carrying of guns or weapons as defined by Minnesota law onto its premises. Anyone found in violation of this policy will be escorted off the premises.

Dressing Facilities:

There are some private rooms within the chapel that can be used as dressing facilities. The lower level of the chapel and all other buildings, offices and mausoleums may not be used as dressing facilities or staging areas for the wedding.

Decorating and Florists:

All furnishings and fixtures in the chapel are considered permanent and cannot be moved or removed. User may place decorations in the chapel area. User is allowed no more than four (4) candelabra and six (6) floral arrangements in the chapel area. We do have plant stands available for floral arrangements

Nothing may be taped or tacked to the chapel pews or other furniture. Pew bows with modest greenery and/or flowers are allowed, but only when attached with protective hangers or tied with ribbons.

Dripless candles are mandatory in candelabra or the use of tube candles. Placement of all candles must be at least one foot from any woodwork or furniture and special precautions must be taken to prevent candles from igniting adjacent foliage or paraments. A unity candelabra with candles is permitted, but no other candles (hand-held, pew, etc.) are to be used in any way in the chapel.

Greenery, if used, must be securely attached to the candelabra. No flowers are to be placed on the candelabra.

A kneeler, if used, should hold no floral arches, greenery, candles or flowers. Lakewood Cemetery does not provide a kneeler.

All equipment must be provided by the User, including a kneeler and/or candelabra.

It is the obligation of the User to contract with the florist. Any contract between the User and florist is separate and apart from this agreement.

Florists are required to use the east entrance of the building which is designated as the flower door. All decorations and properties must be removed from the chapel by the end of the assigned two (2) hour block.

Photography and Videotaping:

Lakewood Cemetery is known as a favorite location by local photographers. Lakewood Cemetery has beautiful scenery for all the seasons and our seasonal floral beds reflect color throughout the growing season. Couples are welcome to use Lakewood Cemetery's picturesque landscape, floral displays and lake for their wedding photography needs while holding their ceremony at our facilities. Notice through our administrative office is appreciated.

While weddings and wedding photographs are private affairs, when conducted in park-like settings, couples, attendants, guests and photographers must strive to conduct their photographs in a manner that does not disrupt or deter the general public's enjoyment during their visit. To ensure facility protection and little or no disruption, we ask that you abide by the following:

- Photography must be done during these regular hours of operation (8:00 a.m. - 6:30 p.m.).
- Food, beverages and alcohol are not permitted.
- No music or amplified sound is permitted.
- Parties cannot restrict other visitors from the photography area nor block roadways.
- All trash and debris generated must be removed prior to your leaving.
- Parking on grass in prohibited.

Deliveries:

Lakewood Cemetery assumes no responsibility for any deliveries to the chapel. Lakewood Cemetery suggests that no deliveries be made directly to the Lakewood Chapel.

Parking:

Parking for both the rehearsal and wedding ceremony is along the both sides of the main road in front of the chapel. There are some parking spaces also available along the driveways adjacent to the chapel.

Lost and Found:

Custodians inspect and clean the chapel following each wedding. In the event items are left behind, User should call 612-822-2171 during regular office hours and leave a message regarding the lost item and providing appropriate information.

Lakewood Cemetery is not responsible for damage to or theft of any lost item left in the chapel, although it will make reasonable efforts to ensure that lost items, if found, be stored in a secure location until returned to their rightful owners.

Right of Refusal:

All weddings in the Lakewood Chapel take place at the discretion of the Lakewood Cemetery Association. Lakewood Cemetery reserves the right to refuse to book the chapel for weddings at any time.

Indemnity:

User agrees to indemnify, defend and hold harmless the Lakewood Cemetery Association, its trustees, officers, employees and agents from and against all claims, demands, suits, losses, damages, injuries and liabilities, including attorney's fees, costs and expenses incurred in connection with or during the performance of this Agreement.

Signature_____**Date**_____

Check#_____**Amount**_____**Receipt#**_____

Lakewood Cemetery Association Representative_____

Date_____