

Nicholas P. Sims Library & Lyceum

Wedding Rental Agreement

Phone: (972) 937-2671 Email: info@simslib.org

This contract defines the terms and conditions under which Nicholas P Sims Library, (hereinafter referred to as Sims Library), and _____ (hereafter referred to as the Lessee) agree to the Lessee's use of the Sims Library facilities on _____ (event date). This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Nicholas P. Sims Library and the Lessee.

Lessee Information

Lessee Name(s): _____

Address: _____

Telephone #: (H) _____ (C) _____ Email Address: _____

*Contact Person Name (Other than Bride or Groom) : _____ Phone: _____

Wedding Date: _____ Approximate Number of Guests: _____

Venue Selection

You have selected to have your wedding at Sims Library this includes:

The Lyceum, Lobby, Program Room, and Program Office (For Dressing Only)

Included:

- 1 - 2 Hour Photography Session (Bridal or Engagement) During Business Hours – Time must be scheduled
- 1 - 2 Hour Rehearsal to be held Thursday or Friday – Time to be scheduled
- 10 Hours on Day of the event (including set up and take down)
- If additional hours for set up or cleanup are required they may be available for an additional fee.

The venue described above has been reserved for you for the date and time stipulated. Please note that the hours assigned to your event include all set-up and all clean-up, including the set-up and clean-up of all subcontractors that you may utilize. It is understood you will adhere to and follow the terms of this Agreement, and you will be responsible for any damage /s to the premises and site, including the behavior of your guests, invitees, agents or sub-contractors resulting from your use of venue/s.

Rental Deposit and Payment Agreement

The total cost for use of the Sims Library and its facilities described in this contract is listed above. To reserve services on the date/s requested, the Sims Library requires this contract be signed by Lessee and an initial payment of 20% of the total amount be deposited. Payment of the remaining balance of the rental fee is due thirty (30) days in advance of the event. If reservations are made less than 30 days in advance deposits and payments will be due in full to make a reservation. Payments made by personal check (made payable to **Sims Library**) on the schedule noted below. A receipt from Sims Library will be provided for each. Payments made by Credit/Debit Card will be provided an invoice to be paid online along with a 2% processing fee for each payment.

Initial Cost: \$1500

Additional Hours Cost: _____

Total Due: _____

Scheduled Payment

Initial Rental Deposit

Amount

Date Due

(With Signed Contract)

Remaining Balance Due

Remaining Balance Paid

Please return signed rental agreement, all attachments and initial deposit to:

Nicholas P. Sims Library | 515 W. Main St. | Waxahachie, TX 75165

Reservations are taken on a first-come, first-serve basis. We will book your date upon receipt of your Deposit.

RESERVATION OF RIGHTS

Sims Library reserves the right to cancel agreements for non-payment or for non-compliance with any of the **Rules and Conditions of Usage** set forth in the attached document. The rights of Sims Library as set-forth in this Agreement are in addition to any rights or remedies which may be available to Sims Library at law or equity.

Additional Notes

RESERVATION PROCESS

A rental contract must be signed, all pages initialed, as well as appropriate deposits submitted in order to confirm utilization of a Sims Library Venue.

WEDDING POLICY AND GUIDELINES AGREEMENT

I have read and understand the policies concerning events held at the Sims Library. I agree to uphold them and ensure that contractors and members of the event party will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

The Rules and Conditions for Usage are incorporated herein and are made a part hereof.

Lessee:

(Lessee Signature) (Date) (Lessee Signature) (Date)

Sims Library:

Staff Date

Rehearsal Date _____ Rehearsal Time _____ Rehearsal Length _____

Wedding Date _____ Wedding Time _____ Wedding Time Reserved _____

Photography Date _____ Photography Time _____ Photography Length _____

Officiant _____

Caterer _____

Florist _____

Music (Live/DJ) _____

Photographer _____

Other Vendors _____