



*Old Christ Church was built in 1832 and is one of the oldest church buildings still on its original foundation in the State of Florida. Today it is an integral piece of Historic Pensacola Village, part of the University of West Florida Historic Trust.*

*Events at Old Christ Church are proudly managed and staffed by the team at Great Southern Management. It is our pleasure to serve as your contact for booking, scheduling and management. We are pleased you have chosen to celebrate your special day here at Old Christ Church, and we look forward to having you.*

## **Venue Rental Agreement & Policies | OLD CHRIST CHURCH**

### **BOOKING DETAILS**

Monday-Thursday: \$900 plus Florida Sales Tax of 7.5%

Friday-Sunday: \$1100 plus Florida Sales Tax of 7.5%

Above costs include the rental fee, a venue representative to assist in scheduling your ceremony rehearsal and event day booking, an onsite representative to oversee the venue on the date of the event, The Pfeiffer House, (located behind the church and available to the wedding party for dressing and preparing for the ceremony. The house restrooms are also available for use by wedding guests. There is a water cooler inside the men's room foyer. The groom and officiate may use the room on the north side of the altar.)

Booking includes a four-hour rental period; one hour designated for ceremony rehearsal and three hours for the wedding day. If available, each additional hour or part thereof will be billed at \$100/hour plus Florida Sales Tax of 7.5%.

Upon booking, 50% payment is due, with the remaining balance paid in full two weeks prior to the event. An additional \$250 security deposit will be due two weeks prior to event day, which will be refunded after the event provided no damages have occurred, the venue is left clean and in acceptable condition, and time limits are not exceeded. A credit card number will be held on file in the case that damages or additional hours exceed \$250.

The 50% initial deposit – less a \$150 administration fee – is refundable should you cancel your reservation with a written notice via email to [contact@greatsouthernmanagement.com](mailto:contact@greatsouthernmanagement.com) at least six months prior to your scheduled event.

### **SCHEDULING**

Weddings are generally scheduled beginning at 9:30a.m., 12:30p.m., 3:30p.m. and 6:30p.m. and may be reserved by contacting the Special Events staff at Great Southern Management at [contact@greatsouthernmanagement.com](mailto:contact@greatsouthernmanagement.com) or 850-433-9450.

When reserving, Renter will schedule their one-hour rehearsal and three-hours wedding day window, based on availability. Flower and décor delivery & cleanup must be done within these designated hours.

Example: For a 2:00 p.m. Saturday wedding:

Rehearsal from 5:00 -6:00 p.m. on Friday, 3 hours for wedding on Saturday: 12:30-3:30 p.m.

### **CAPACITY**

Approximately 185. This number does not include bridal party (standing at altar.)

### **INSURANCE CERTIFICATE**

Certificate must be provided by Renter at least two weeks prior to event, naming **UWF Historic Trust** as additional insured with the individual(s) or organization - for the entire period of the event - in the minimum amount of \$300,000 combined single limit of liability. Renter shall pay any claim that falls within the deductible. Renters may obtain this insurance through their homeowner's insurance company, or one of several agencies specializing in event insurance, i.e. WedSafe, WedSure, etc.

Proof of insurance must be submitted to Great Southern Management at least two weeks prior to event day, via email: [contact@greatsouthernmanagement.com](mailto:contact@greatsouthernmanagement.com).

### **CONDUCT**

The church is a museum, and because of the building's unique features and historic furnishings, we ask that you help us preserve the integrity of our collections and the beauty of our landscape. Because of the value of the collections and materials in Old Christ Church, we ask that you maintain an appropriate level of respect as you celebrate your special day here. A staff member of either UWF Historic Trust or Great Southern Management will be present at all times during your function and is the final authority on any questions or restrictions.

### **FURNISHINGS, CANDLES, FLOWERS AND DECOR**

Because furnishings are either original to the building or are replicas or original pieces, they may not be moved. The chairs on either side of the altar are also part of the decorative elements and may not be used for seating or by your photographer.

Flowers and/or decor *may* be placed:

- On the pedestals on either side of the altar
- In the 8-side windows
- On the small table at the back of the center pews
- On the table in the Narthex
- On either side of the front steps

Flowers and/or decor *may not* be placed:

- In the two back (east side) windows or on the altar
- On the stage
- On/hung from the front doors
- On/hung from the fence

Plexiglass will be placed in the windowsills and all arrangements must be placed on them.

The altar may be used for communion.

Although candles may be used as part of the design, no open flame of any kind may be used, including a unity candle.

Pew markers may be used, but must be constructed of soft, non-scratch material and tied to the pew with ribbon, rubber bands, tulle or chiffon. No tape, tacks, clamps or sticky material. Aisle runners may not be used. Linens on tables and altar may not be moved or removed. US Flag may not be moved or removed.

All flowers, décor and personal items must be removed from the church and Pfeiffer House immediately following the ceremony.

### **PARKING AND COORDINATION**

Many special events are held in the area of Seville Square. It is suggested that you check with the Pensacola Area Chamber of Commerce (850-438-4081) and the Visitor Information Center (800-874-1234) for other scheduled events that may be occurring on the day of your event. UWF Historic Trust does not guarantee any parking and is not responsible for notifying you of scheduled events in surrounding areas.

### **ADDITIONAL TERMS**

- Rice, birdseed, glitter, potpourri, flower petals or confetti may not be thrown anywhere on the church grounds. Bubbles may be used outside only.
- No smoking on grounds.
- No food, drink or pets are allowed in the church or Pfeiffer House.
- No adjustments may be made to the thermostat, and Renters are asked to keep doors to the church and Pfeiffer House closed at all times. The front doors must be closed once the wedding party is in the church.
- Please inform your photographer that they must use tripods that have rubber tips on the bottom to prevent scratching the floors. Additionally, pews may not be used to stand on while taking pictures. Photographers may not move the chairs on either side of the altar and camera cases and other equipment may not be placed on pews.
- Musical instrument cases and other equipment may be stored in the room on the south side of the building during the ceremony. Rubber tips or mats must be used under all instruments to prevent scratching the floors.
- Acoustic music is best suited for the building. Amplified music is generally too loud and the church doesn't have a PA system.

Any exception to these rules must be submitted in writing and approved by Rylee Hart (contact@greatsouthernmanagement.com | 850-619-2745.) The staff member assigned to your event is the final authority on all matters relating to your event. Guests are responsible for themselves and any small children attending events.

### **INDEMNITY AND HOLD HARMLESS**

The Renter agrees to indemnify and hold harmless the Lessors from and against any claims, actions, suits, demands, penalties, judgments, damages, liabilities, fines, costs or expenses, arising out of the rental of, use of, catering at, or service of alcoholic beverages in or on the premises by Renter or any of Renter's customers, employees, agents, guests or invitees or invitees of the customers. The Renter further agrees to indemnify and hold the Great Southern Management and the University of West Florida harmless from any attorney's fees and costs incurred in defending any of said Claims.

### **MISCELLANEOUS**

This Contract shall be governed by the laws of the State of Florida. This Contract shall be binding upon, and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. If any legal action or any arbitration or other proceeding is brought to enforce this Contract because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party or parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, including any appeals, in addition to any other relief to which it or they may be entitled.

The Renter is aware that this is a historic building, and knowingly so, are aware that situations may arise that could affect your rented date. Examples include attending to the interior or exterior of said historic building in order to protect its historic integrity. This may lead to the cancellation of your event. Additionally, an event may be cancelled should the weather (i.e. wind, rain, lightning, flooding, etc.) or any other Act of God make it unsafe to hold an event. This decision is at the sole discretion of Great Southern Management. Should any of the above happen and which prevents you from holding your event on your date, your deposit will be returned in full as a sole remedy with Great Southern Management, University of West Florida and University of West Florida Historic Trust held harmless.

***Thank you for considering Old Christ Church. We look forward to sharing our Southern hospitality with you and your guests on your special day. For any additional information and to book the venue, please give us a call 850-433-9450 or email [contact@greatsouthernmanagement.com](mailto:contact@greatsouthernmanagement.com).***