

WEDDING INFORMATION AND AGREEMENT

Lessee, whose name and address is shown below, hereby leases from Wofford College _____ Leonard Auditorium _____ Mickel Chapel for the purpose of conducting a wedding in accordance with the attached Wedding Policies for Wofford College.

The Wedding will be held _____ (Time/Date)

Please note that the facility will be available a four-hour block of time on the wedding day beginning two hours before the ceremony begins. The Facility cannot be opened earlier for decorating.

A Rehearsal (1 hour block of time) will be held _____ (Time/Date)

Fees for the use of the facility will be: _____

These fees are due on: _____

1. Lessee agrees to leave the facility in as good condition as before use and to comply with all Wedding Policies for Wofford College, listed on the attached document.
2. Lessee will comply with all laws federal, state and local laws and ordinances.
3. Lessee will not injure, mar or in any manner deface the premises or any equipment contained therein and will not permit anything to be done that shall result in injury to the facility(s).
4. If the lessee or its agents damage any portion of the building or equipment contained in the facility(s), the lessee will pay Wofford College such sum that shall be necessary to restore the premises or equipment to their previous condition.

Please complete, sign and return this Agreement with your deposit. The returned Agreement and payment are necessary to reserve the facility. Failure to return the Agreement and payment within two weeks forfeits any claim the lessee may have upon the date specified. An acknowledgement will be returned to the lessee upon request.

BY: _____ for Wofford College

Lessee Name (print): _____

Signature: _____

Address: _____

Phone: _____ Email: _____

Date: _____

Names of Bride and Groom: _____