

**Lakewood Cemetery Association  
Wedding Agreement  
Terms and Conditions**

**Date of Ceremony** \_\_\_\_\_ **Time** \_\_\_\_\_

**Estimated Number of Guests:** \_\_\_\_\_

**Brides Name:** \_\_\_\_\_ **Grooms Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number: Day** \_\_\_\_\_ **Evening** \_\_\_\_\_

**Wedding Package Fee is \$750.00**

**Lakewood Cemetery Wedding Policy:**

Ceremonies at the Historic Lakewood Chapel may be scheduled from the time we go on daylight savings time until the time we go off daylight savings time. For 2011 these dates are April 2 through October 22. Ceremonies can only be scheduled on Saturday during the time period of 4:00 p.m. until 6:00 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 wedding rehearsal 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 \$750.00, with 50% being non-refundable. This fee includes chapel space, custodial services and technical support. The User fee is payable in full with a single payment of \$750.00 at the time the User signs the Agreement. Checks are made payable to the Lakewood Cemetery Association,

**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.com](mailto:info@lakewoodcemetery.com)). 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 appropriated 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 200 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, as well as 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 or alcoholic beverages are permitted anywhere on the premises. Smoking in the chapel, including dressing rooms, is strictly forbidden. It is the responsibility of 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.

**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.

Drip less 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 par aments. 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:**

Photography and videotaping is permitted and is solely the responsibility of the User. Photography and videotaping is restricted to the interior and exterior of the chapel and the grounds immediately surrounding the chapel building that does not include interment or entombment spaces.

**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 insure 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 any and 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** \_\_\_\_\_