



## Welcome to HeartLight Wedding and Event Center

Located near the University City area of Charlotte, the center is surrounded by lush greenery and foliage and flower gardens creating a natural and colorful setting for your perfect day.

The center has two event spaces:

The charming, newly renovated 110-year-old Light House is the perfect venue for intimate gatherings. The Light House has its original hardwood flooring, offers neutral wall coloring, and is a charming setting with convenient amenities. Included are a bride's dressing room, a prep kitchen with a big island for buffet presentations, seating inside and on our beautiful porch, and convenient parking for your guests. Guests will enjoy our porch swing overlooking our little secret garden of beautiful flowers and foliage adding outdoor tables and chairs for additional seating, and offering a little bit of country living in our big city. Depending on the type of event, the 650 sq ft event space/reception area can host events with up to 50 guests.



The Sanctuary is a 1000 sq ft carpeted space that can host up to 75 in a theater style setting. With full a/v capabilities, it's a great space for Weddings, Workshops, Community Association Meetings, and more.



The two buildings are connected with a covered ramp that also extends to handicap parking area.

We look forward to working with you to plan a memorable live event! Reach out today to visit this unique event venue.

We appreciate your considering HeartLight for your wedding/reception, baby or bridal shower, gender reveal, birthday or any other special event.

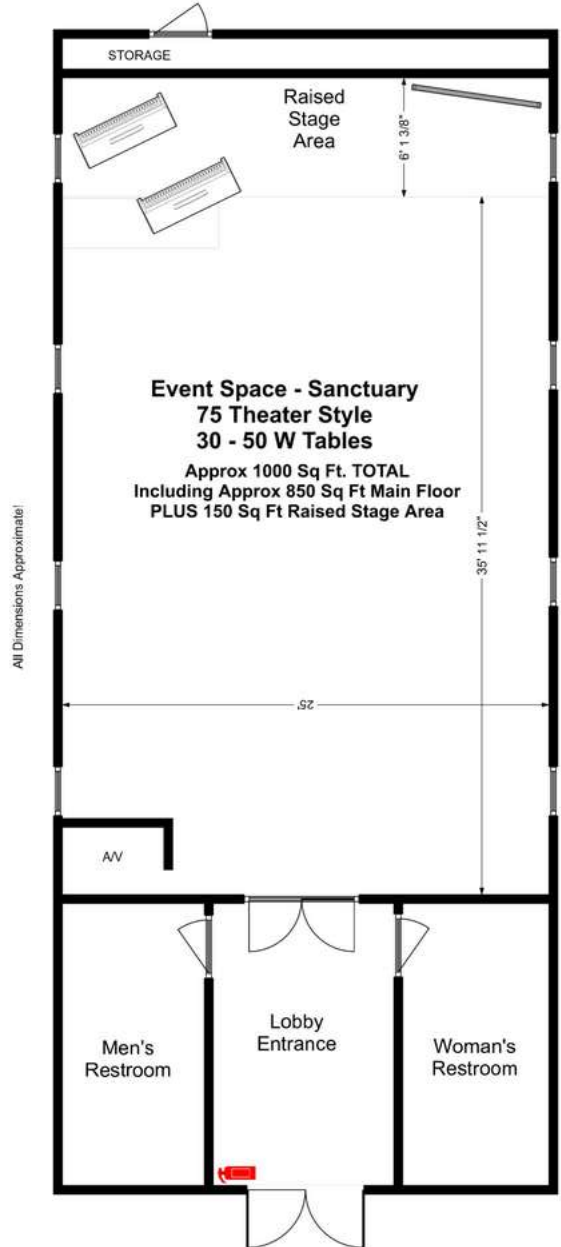
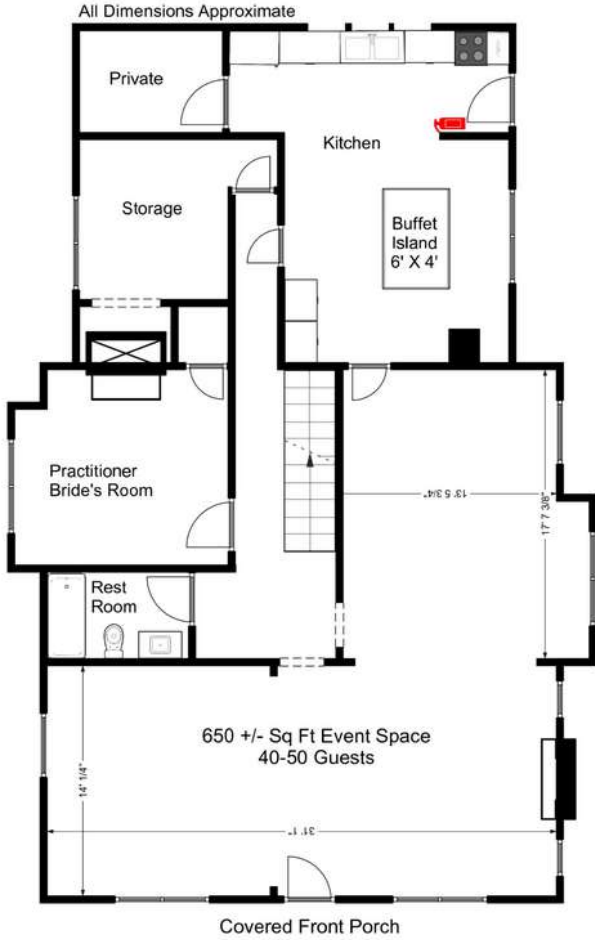
*HeartLight Wedding and Event Center was created to be a service to the community by fulfilling a need for intimate, affordable, space to host the events that make life memorable. HeartLight Spiritual Center is a non-denominational, inclusive community where everyone is welcome. For more information, visit [www.HeartLightCharlotte.org](http://www.HeartLightCharlotte.org).*

**HeartLight Wedding & Event Center**  
7300 Mallard Creek Rd, Charlotte NC 28262



[www.WeddingsAndEventsCLT.com](http://www.WeddingsAndEventsCLT.com)

704.699.7300



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# Wedding Package Worksheet

Considered part of Rental Agreement.

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Wedding Time \_\_\_\_\_

**Choose the Silver or Gold Package to start planning your special day:**

**SILVER PACKAGE \$299**                       **GOLD PACKAGE \$499 (\$549 Value)**

90 Minutes use of Chapel                      3 Hours use of Chapel  
 Up to 10 Guests (plus 2 being married)      Up to 30 Guests (plus 2 being married)

**Wedding Ceremony Add-ons:**                      **PACKAGE PRICE: \$ \_\_\_\_\_**  
 Additional Chapel Time: \$100/additional hour      \_\_\_\_\_ X \$100 = \$ \_\_\_\_\_  
 Additional Guests: \$50 / each 10 guests up to 60 total      \_\_\_\_\_ X \$50 = \$ \_\_\_\_\_  
 Rehearsal in Chapel: \$75/Hour (Date & Time: \_\_\_\_\_)      \_\_\_\_\_ X \$75 = \$ \_\_\_\_\_

**Reception with Wedding Add-ons:**  
 1<sup>st</sup> Floor (including Kitchen for final prep) \$75 /hour (minimum 2 hrs) \_\_\_\_\_ X \$75 = \$ \_\_\_\_\_  
 Use of outdoor decks for primary function space \$50 / hour ..... \_\_\_\_\_ X \$50 = \$ \_\_\_\_\_  
 Round Tables \$10 X \_\_\_\_\_      Round Cloths \$10 X \_\_\_\_\_      Rect. Cloths \$5 X \_\_\_\_\_ = \$ \_\_\_\_\_  
 Any Adjustments: \_\_\_\_\_ \$ \_\_\_\_\_

**HeartLight Center Package Total..... \$ \_\_\_\_\_**

**Payments:** 50% of HLSC Package deposit due with signed Rental Agreement to book your event. Remaining 50% due 30 days prior to event  
 Event may be cancelled if balance due is not paid 30 days prior.  
 Payments accepted: Cash, Check, Creditcard, PayPal, CashApp

**Cancellations:** All Cancellations are subject to a \$75 Admin Fee deducted from any refund.  
 ~ 90+ Days from Event: Full Refund (Less Admin Fee)  
 ~ 90 - 31 Days from Event: 50% Refund (Less Admin Fee)  
 ~ 30 Days from Event: No Refund

<p><b>Wedding Party Contact Info:</b></p> <p>Bride: _____          Email: _____          Phone: _____</p> <p>Groom: _____          Email: _____          Phone: _____</p>
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**Add-ons paid directly to individual providing service: Deposit requirements vary.**

HeartLight Minister – Starting at \$150 ..... \$ \_\_\_\_\_  
 Officiant Requested \_\_\_\_\_  
 Pre-Ceremony Meeting/Rehearsal with Minister – Starting at \$50..... \$ \_\_\_\_\_  
 HeartLight Witness - \$25 each ..... \_\_\_\_\_ X \$25 = \_\_\_\_\_  
 A/V Coordinator - \$35 - \$50/hour depending on job ..... \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_  
 HLSC Setup/Tear Down Fee - \$15/Hour/Person (People \_\_\_\_\_ X Hours \_\_\_\_\_ X \$15) = \$ \_\_\_\_\_

**Individual Add-ons \$ \_\_\_\_\_ Plus Heartlight Total above = Total Cost \$ \_\_\_\_\_**

**Scheduling Notes:**

To allow the event center to run smoothly with multiple events in one day, **time reserved for weddings is from arrival to departure.** This includes outside vendors requiring time to setup/tear down. There is no additional setup time or cleanup time included in any package. Other events may be scheduled starting or ending 30 minutes before or after your event.

**Additional fees if your event runs beyond scheduled time:** \$75 per 15 min.  
If 30+ minutes over, you may be asked to vacate with no refunds.

**Audio/Visual Use**

HeartLight offers a full range of A/V options including amplified mics for officiants, readers and musicians, standard or custom ceremony music, video of ceremony and/or streaming of ceremony. Any use of A/V requires on-site A/V Coordinator @ \$35 - \$50 per hour depending on job. Custom video production starts at \$200.

**Outside Vendors:**

You may use outside vendors for your wedding. Outside vendors must include HLSC as an additional insured with minimum liability limits of \$500,000 CSL and provide us with a valid certificate of insurance and signed hold harmless agreement 30 days prior to the event.

HeartLight Wedding Coordinator, Officiants and Vendor suggestions are available on the website @ [www.weddingsandeventsclt.com](http://www.weddingsandeventsclt.com)

For coordination, please provide outside vendor contact information:

**Photographer:**

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

**Decorations:**

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

**Florist:**

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

**Officiant:**

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

**Caterer:**

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

**Wedding Coordinator/Other \_\_\_\_\_:**

Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

Notes:

**Deposit Amount Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Method \_\_\_\_\_**

**Balance Due Date \_\_\_\_\_ Amount \_\_\_\_\_ Method \_\_\_\_\_**



## HeartLight Event Center General Guidelines

### General Guidelines:

**Rental Time:** Arrival and departure times are the beginning and ending times of the agreement. There is no additional set-up or tear down time granted outside the contract hours.

**Items Included:** 6' rectangular tables with chairs are part of the rental. Round tables are available for rent.

**Alcohol:** Wine, Beer and Champagne is acceptable. We do not have a liquor license, therefore, Liquor (anything that needs to be purchased at an ABC Store) requires an ABC One-time Event Permit. 2 Week processing and \$50 fee to obtain the permit from <https://abc.nc.gov/Permit/SpecialPermits>

**Outside Vendors:** Permitted with signed Vendor Agreement and proof of insurance. An outside vendor is a person or company providing services for your event including but not limited to caterers, decorators, event coordinators, bartenders and DJ's.

**Hours:** We accept rentals from 8 Am to 11 PM. Viewings are by appointment only.

**Noise:** HeartLight is located in a residential neighborhood. Following Mecklenburg guidelines, sound must be no greater than 85 Decibels and must stop by 9 on weekdays and 11 on weekends.

**Security Deposit Options:** Renter can either provide a \$200 Deposit or put a credit card on file for any issues with cleaning, damage or fees for going past event end time.

