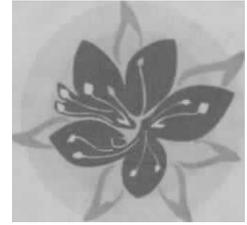


**WRAL AZALEA GARDENS CONTRACT**  
W E D D I N G C E R E M O N Y



Thank you for choosing WRAL Azalea Gardens for your event. This contract must be reviewed and signed by a person who will be present at the event. By signing you agree to follow the rental policies of Capitol Broadcasting Company, Inc. (CBC) completely and take full responsibility for ensuring all members of your party are aware of these policies.

**Renter Contact Information:**

Bride's Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Groom's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ (eve) \_\_\_\_\_

Email: \_\_\_\_\_

**Rental Information:**

Date of Wedding Ceremony: \_\_\_\_\_

\_\_\_\_\_ 2:00pm wedding – rental begins at 12:30pm and ends at 3:30pm – total 3 hours

\_\_\_\_\_ 5:00pm wedding – rental begins at 3:30pm and ends at 6:30pm – total 3 hours

Number of people \_\_\_\_\_

Date of Wedding Rehearsal: \_\_\_\_\_

Rehearsal begins at \_\_\_\_\_ and ends at \_\_\_\_\_

**Rental Fees:**

Rental Total \$250.00

**I, the undersigned, have read and agree to all of the WRAL Azalea Gardens terms and conditions as set forth in this contract.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**WRAL Azalea Garden Staff Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Facilities and Availability:** The WRAL Azalea Gardens are available for Wedding Ceremony rentals on Saturdays and Sundays for ceremonies starting at 2 pm and 5 pm only. Parking is available in the adjacent visitor lot. You may hold up to a 1-hour rehearsal on the Friday immediately before your ceremony.

**Rental Package:** \$250 for 3 hrs. (includes set up, ceremony and clean up time) plus 1 hour rehearsal. The rental package includes the use of the lawn, parking, restrooms and set-up/take-down of up to 125 chairs (day of event only, not the rehearsal).

**Setting Your Rental Time:**

1. Wedding ceremonies can start at **2 p.m. or 5 p.m. only on Saturdays or Sundays.** Wedding packages include a 3-hour block of time on the day of the ceremony. Additional hours may not be purchased or otherwise obtained.
2. When you set your rental time and write it on this contract, keep in mind that the time for which you book your rental includes the amount of time it takes to set up, have your event and clean up afterwards.
3. You will have access to the WRAL Azalea Gardens at the time you indicate as the beginning of your rental. You must be ready to leave the property by the time you indicate as the end of your rental.

**(Initial) \_\_\_\_\_ I understand the policies as they apply to Rental Time and will follow them accordingly.**

**Rental Conditions:**

1. WRAL Azalea Gardens does not permit private parties, including wedding receptions at the site or surrounding corporate and parking facilities. Wedding Ceremony rentals include the use of WRAL Azalea Gardens for wedding ceremonies only.
2. Trash containers will be provided. All trash items must be placed in these containers.
3. The following items are prohibited on the premises: tents, canopies, stages, platforms, risers, bird seeds, rice, confetti, balloons, candles, lanterns, fires, grills and any other item CBC considers similar or inappropriate. All alcoholic beverages are prohibited and must not be served or consumed on CBC property.
4. Renters are expected to leave the rental property in its original state. We request that you keep your event as low-impact as possible and that all guests show respect for the WRAL Azalea Gardens and surrounding corporate and parking facilities. You understand you will be responsible for any and all costs of repairs or replacements if the WRAL Azalea Gardens and/or surrounding corporate and parking facilities incur damage during my event due to either fire or breakage and/or if property from the WRAL Azalea Gardens and/or surrounding corporate and parking facilities is lost or stolen during the event.
5. **There will be a photo taken which WRAL may use on the WRAL news the night of the wedding.**

**(Initial) \_\_\_\_\_ I understand the policies as they apply to Rental Conditions and will follow them accordingly.**

**Booking and Payment of Fees:**

1. The WRAL Azalea Gardens are not reserved until a signed contract and the entire rental fee is received.
2. If there is inclement weather or conditions beyond our control, you will be issued a full refund within thirty (30) days.

**(Initial) \_\_\_\_\_ I understand the policies as they apply to Booking and Payment of Fees and will follow them accordingly.**