

UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

538 West Chestnut Street

Lancaster, PA 17603

Office Hours:

Monday through Friday - 9:30 am to 3:30 pm

E-mail: churchoffice@uuclonline.org

Web Site: www.uuclonline.org

717-393-1733 (Ext. 201)

WEDDING FEES AND POLICIES

All arrangements for use of the church space must be made through the Administrative Assistant, Emma Bramble. You may reach her at 717-393-1733 Ext. 201 between the hours of 11:30 AM to 3:30 PM Monday through Friday.

In order to confirm your wedding date on our calendar you must complete the following processes. Please review these policies in full to be sure you are aware of the costs and protocols associated with holding your wedding here at Unitarian Universalist Church of Lancaster.

1. Please complete the enclosed **Wedding and Union Information Form** and return it to the church office along with your \$50.00 Non-Refundable processing fee. This processing fee is separate from other space charges and will be retained even if the event is cancelled. All wedding dates are set on a first come, first served basis, and the return of the **Wedding and Union Information Form** begins the process of confirming the date.
2. Upon receipt of the **Wedding and Union Information Form**, we will be in touch with you regarding an appointment with our Minister and our Wedding Coordinator so that you may get acquainted and to confirm your wedding plans. Please indicate your choice of Rev. Patricia Hart or Rev. Peter Newport, or the Minister of your choice to perform your wedding on your **Wedding and Union Information form**. (all outside Ministers must speak with the UUCL Ministers prior to the wedding) Your choice of wedding date will be held and confirmed upon receipt of your Non-Refundable deposit, your completed paperwork and your meetings with the appropriate parties.

If you have any questions regarding these policies or the fees involved, please don't hesitate to call our office. We will be happy to help you in any way we can.

Revised 11/16/2010

UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

538 West Chestnut Street

Lancaster, PA 17603

Office Hours:

Monday through Friday - 9:30 am to 3:30 pm

E-mail: churchoffice@uuclonline.org

Web Site: www.uuclonline.org

717-393-1733 (Ext. 201)

WEDDING FEES

FOR CHURCH MEMBERS

Use of SANCTUARY: (donation to the church is welcome).....	No Fee
Minister:	No Fee
Organist (consultation, rehearsal and ceremony):.....	\$150.00
Organist (consultation, rehearsal, ceremony with Soloist):.....	\$175.00
Wedding Coordinator / Sexton:	\$ 175.00
Processing Fee: (Non-Refundable/not a credit toward other costs).....	\$ 50.00

FACILITIES USAGE FEES

If any **additional** space in our Facility is used, the following fees apply:

Emerson Hall:	\$35.00 per hour \$250.00 per day
*Emerson Hall w/Kitchen:	\$45.00 per hour \$330.00 per day
Founders' Hall:	\$35.00 per hour \$250.00 per day
Classrooms:	\$35.00 per hour (each) \$250.00 per day

***These fees cover only the use of the kitchen and dishes. They do not cover the cost of buying, preparing or serving the food itself.**

All rented linens, tables, etc. must be removed from the premises on the same day of the event unless other arrangements are approved by the Director of Administration and Finance in advance.

Revised 11/16/2010

UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

538 West Chestnut Street

Lancaster, PA 17603

Office Hours:

Monday through Friday - 9:30 am to 3:30 pm

E-mail: churchoffice@uuclonline.org

Web Site: www.uuclonline.org

717-393-1733 (Ext. 201)

WEDDING FEES

FOR NON-MEMBERS

Use of SANCTUARY.....	\$500.00
Minister: (Fees are set by the Officiates).....	\$450.00
Organist (consultation, rehearsal and ceremony):.....	\$150.00
Organist (consultation, rehearsal, ceremony with Soloist):.....	\$175.00
Processing Fee (Non-Refundable/not a credit toward other costs)	\$ 50.00

*Rehearsal time is included in the rental fee.

FACILITIES USAGE FEES

If the Church is used for a wedding reception, the following additional fees apply:

Emerson Hall:	\$35.00 per hour \$250.00 per day
*Emerson Hall w/Kitchen:	\$45.00 per hour \$330.00 per day
Founders' Hall:	\$35.00 per hour \$250.00 per day
Classrooms:.....	\$35.00 per hour (each) \$250.00 per day
Sexton:.....	\$25.00 per hour

*These fees cover only the use of the kitchen and dishes. They do not cover the cost of buying, preparing or serving the food itself.

All rented linens, tables, etc. must be removed from the premises on the same day of the event unless other arrangements are approved by the Administrative Assistant/Wedding Coordinator in advance.

Sanctuary Fee also includes the use of our Wedding Coordinator who will assist at the rehearsal as well as on the wedding day.

UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

538 West Chestnut Street
Lancaster, PA 17603
717-393-1733 (Ext. 201)

WEDDING POLICIES

MINISTER - It is expected that our Minister will preside at all weddings in the Church. If another Officiant is desired one of our Ministers must approve his or her participation.

MUSIC - It is expected the Church Organist will play at all weddings. If another organist or instrumentalist is desired, the Director of Music must approve his or her participation.

BUILDING USAGE - The rental fee for the building assumes a 3-hour usage (only) of the facilities. Our sanctuary is air conditioned. The capacity of the sanctuary is approximately 200 people.

PARKING - The church does have access to a parking lot located on East Orange Street.

WEDDING FEES - A \$50.00 Non-Refundable processing fee is due at the time of the space reservation. Half of the balance is due within 30 days of receipt of paperwork with the balance due 30 days prior to the wedding/union date.

SUNDAY WEDDINGS - Due to Sunday Worship scheduling, shortage of preparation time and custodian coverage, Sunday weddings will not normally be considered. If Sunday weddings are approved under special circumstances, they shall not be scheduled before 3:00 pm. Additional fees will apply.

CANDLES - When a Unity Candle is part of the service the Bride and Groom are responsible for providing it. Fees will be charged if special cleaning is necessary to remove candle wax after a wedding.

PHOTOGRAPHY - Flash photography or lighted videography is permitted during the Service only by permission of the Minister. Photographs and video, which do not require special lighting, are permitted so long as the person taking the pictures is inconspicuous. Formal pictures can be taken before or after the wedding.

BALLOONS - Inflated balloons are permitted within the Church buildings. However, they must not be taken out of doors, because of the danger of releasing them and doing harm to the environment.

RICE, CONFETTI, BIRD SEED AND FLOWER PETALS - The throwing of rice, birdseed, confetti or live flower petals within the Church or on Church grounds is not permitted. It is extremely dangerous, particularly for older people, to walk where there is rice or birdseed on the ground.

AISLE RUNNERS - Due to the difficulty in maintaining a stable walking surface, the use of aisle runners is prohibited.

WEDDING BULLETINS - The Church is not able to print special wedding bulletins. If one is desired, it will have to be printed privately.

The user hereby agrees to indemnify and save harmless the UUCL from any injury, claim, liability, loss of expense, including attorneys' fees and expenses, resulting from an injury or damage to any person or property while in or about the rented premises as a result of or in connection with the user's occupancy and use thereof. The UUCL shall not be responsible in any manner to the user or their party for any such injury, or any liability asserted as a result of use and occupancy of the rented facilities.

Please Note: Unitarian Universalist Church of Lancaster is a smoke-free facility and is Accessible. NO SMOKING IS PERMITTED anywhere in the Church. The use of alcoholic beverages anywhere on the Church premises is also prohibited.

Signed _____ Date _____

Revised 11/16/2010

UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

538 West Chestnut Street, Lancaster, PA 17603

Office Hours: Monday through Friday - 9:30 am to 3:30 pm

E-mail: churchoffice@uuclonline.org

Web Site: www.uuclonline.org

717-393-1733 (Ext. 201)

WEDDING AND UNION INFORMATION

Partner A: _____

Address/Phone/Email: _____

Partner B: _____

Address/Phone/Email: _____

Date and Time of Event: _____

Date and Time of Rehearsal: _____

Name of Presiding Minister: _____

If other officiants are involved please give their name, address and phone number: _____

Do You Wish Unitarian Universalist Church of Lancaster's Pianist to play? NO YES

If you would like to invite someone else to play, please give his/her name, address and phone number for consideration for approval by our Director of Music.

Will You Have A Soloist? NO YES - Name: _____

Other Instrumentalist(s)? NO YES - Name: _____

Size of Wedding: # of Bridesmaids _____ # of Ushers _____ # of Guests _____

Will there be (circle those that apply) a: Maid of Honor, Best Man, Flower Girl or Ring Bearer?

Florist's Name: _____ Photographer: _____

Do You Wish To Use The Church for a Wedding Reception? No Yes

Do You Wish To Use The Church Kitchen For The Reception? No Yes

If The Church Is Used For The Reception, Who Will Prepare and Serve The food?

	<u>Fees</u>
Non-Refundable Processing Fee	= \$ 50.00
Sexton	= \$ _____
Emerson Hall	= \$ _____
Founders' Hall	= \$ _____
2nd Floor	= \$ _____
Kitchen	= \$ _____
Sanctuary	= \$ _____
Wedding Coordinator	= \$ _____
Total Costs	= \$ _____

	<u>Processing Fee</u>
Amount:	\$ 50.00
Due Date:	With Reservation Form
Received:	\$ _____
Date:	_____
Ck#	_____ Cash ()
	<u>Balance Due</u>
Amount:	\$ _____
Due Date:	_____
Received:	\$ _____
Date:	_____ Ck#: _____ Cash ()