



# Unitarian Universalist Church of Charlotte Wedding Usage Agreement

Date: \_\_\_ / \_\_\_ / \_\_\_

Primary Contact Person: \_\_\_\_\_

Participant 1: \_\_\_\_\_

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

Telephone: (H) \_\_\_\_\_ (W or Cell) \_\_\_\_\_

Participant 2: \_\_\_\_\_

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

Telephone: (H) \_\_\_\_\_ (W or Cell) \_\_\_\_\_

Church Member(s):  yes  no

Couple's address after wedding: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W or Cell) \_\_\_\_\_

Wedding Officiant\*: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Telephone: \_\_\_\_\_

\*If not affiliated with the UUCC, your wedding program MUST have their name and church they are affiliated with

Rehearsal Date: \_\_\_ / \_\_\_ / \_\_\_ Time of event: From: \_\_\_\_\_ To: \_\_\_\_\_

Wedding Date: \_\_\_ / \_\_\_ / \_\_\_ Time of event: From: \_\_\_\_\_ To: \_\_\_\_\_

Approximate number of guests attending: \_\_\_\_\_

### Rooms to be used:

- Sanctuary only: \$350
- Sanctuary and dressing rooms: \$450
- Chapel only: \$200
- Fellowship Hall and Kitchen, catered or potluck dinners only: \$200 (non-member) or \$150 (member)

Total Usage Fee: \$ \_\_\_\_\_ (due one week prior to wedding date)

### Other applicable fees:

- Facilities Coordinator Fee\*
- Clean-up Fee\*
- A/V Coordinator Fee\*
- Organ/Piano usage \$25

\*These fees are payable before the event, directly to the person or persons hired to perform these services.

*The undersigned, hereafter known as the user, agree that the above-named persons have read, and will comply, with the Wedding Usage Rules and Policies of the Unitarian Universalist Church of Charlotte, and will pay fees set forth therein. In the event of unusual wear and tear or actual damage, the user will be charged for any expenses the Church incurs in correcting same. All users using the facilities assume liability for, and shall indemnify and hold harmless, the owners of the real estate and its respective officers, trustees, directors, agents, employees and members against and from any and all liabilities, obligation, losses, penalties, claims, actions, suits, damages, expenses, disbursements (including legal fees and expenses), or cost of any kind and nature whatsoever in any way relating to or arising out of any activity of the users and their guests. The Church and its respective officers, trustees, directors, agents, employees and members shall not be liable to any user using the Church or of any person on or about adjoining grounds and parking lot by the user's consent, invitation, or license, expressed, or implied for any loss, expense or damage to either the person or property sustained by reason of any condition of said "Church" or due to the act of any agent of the Church or the act of any other person whatsoever.*

**The facility deposit will be FORFEITED if any terms of this agreement are breached**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Minister's Approval Date: \_\_\_ / \_\_\_ / \_\_\_ Administrative Assistant's Approval Date: \_\_\_ / \_\_\_ / \_\_\_

Room Deposit: \$50 Date Received: \_\_\_ / \_\_\_ / \_\_\_  Cash  Check # \_\_\_\_\_

Usage Fee: \$ \_\_\_\_\_ Date Received: \_\_\_ / \_\_\_ / \_\_\_  Cash  Check # \_\_\_\_\_

Unitarian Universalist Church of Charlotte

## *Wedding Usage Rules and Policies*

The facilities may be used only to the extent and manner stated in this application; and any conditions upon approval of the application will be part of these Usage Rules and Policies.

### **Wedding Usage Rules**

- The primary contact person **MUST** be 21 years of age or older, and must be on the premises during the entire event. The primary contact person is also responsible for all damages to the Church.
- All children must be supervised by an adult at all times. **NO ONE** is allowed on the Church playgrounds.
- No smoking allowed in the building.
- All rooms must be returned to their original condition.
- Users must leave the Church premises as they found them. Trash must be put in proper receptacles.
- Nothing can be attached to the walls, panels or floors in any area of the Church, except with tape **ONLY**.
- No food or beverages may be served in any rooms except in the Fellowship Hall.
- Do not drag tables, chairs or any heavy objects across the Fellowship Hall floor.
- No firearms, illegal drugs, or weapons are allowed on Church property.
- Incidental use of the room(s) for measuring, planning, or decorating, at times other than the wedding are considered an additional usage period and also must be arranged with the Administrative Assistant.
- No materials (rice, bird seed, etc.) shall be thrown on the premises.
- **No refunds if the wedding is canceled within 30 days of the scheduled wedding date.**
- Your clean up time is included in your wedding usage period.  
**All clean up must be completed before leaving the premises after the wedding.**
- All fees are applicable for those who are non-members at the time of the initial contact with the staff.

By our signature(s), we acknowledge that we have read and agree to abide by the “Wedding Usage Rules and Policies” of the Unitarian Universalist Church of Charlotte.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Additional notes: \_\_\_\_\_

*Unitarian Universalist Church of Charlotte*  
*234 North Sharon Amity Road, Charlotte, NC 28211*

# Wedding Usage Rates

All individuals desiring to use any facilities of the Church must complete an application form, which can be obtained from the Administrative Assistant. The Administrative Assistant is your contact person for inquiries regarding room reservations, contract signing, usage deposits, receipts and refunds. Office hours are 9 AM - 5 PM Monday through Friday.

<b><u>Room:</u></b>	<b><u>Capacity:</u></b>	<b><u>Usage Fee:</u></b>
Sanctuary only	250	\$350
Sanctuary with dressing areas (Library, Chapel, Workroom, Sigismund and Booker)	250	\$450
Chapel only	30	\$200
Fellowship Hall and Kitchen*	290 (no tables)	\$200 (non-member)
	135 (tables)	\$150 (member)

\*Use of Church dishes, glasses, tablecloths and supplies is NOT included.

*The fees represent a usage period of up to one hour and for the rehearsal and up to two hours for the wedding. The fee for the Fellowship Hall and Kitchen is for a usage period of up to six hours.*

The entire wedding usage fee is payable one week prior to the event.

## **Additional Charges:**

- Facilities Coordinator Fee\*** (for after-hours weddings by a qualified UUCC member ONLY): \$20/hour or \$25/hour if setup of tables is required. Two hour minimum, payable directly to Coordinator before the event. Weddings during office hours will need the Facilities Coordinator.
- Clean-Up Fee\*** (payable directly to clean-up crew): Sanctuary or Chapel Wedding 50 to 100 guest \$100; 100 to 200 guest \$125; Sanctuary or Chapel Wedding including reception area 50 to 100 guest \$125; 100 to 200 guest \$150 (if dressing areas are used a fee of \$5 per room will be added)
- Audio/Video Equipment Coordinator Fee\*** (performed by a qualified UUCC member ONLY): Up to 2 hours: \$25, up to 4 hours: \$50.
- Organ or Piano Usage Fee:** \$25

\*These fees are payable before the event, directly to the person or persons hired to perform these services.

## **Deposits:**

A deposit of \$50 is collected when the application is completed and it guarantees the room reservation. The deposit will be refunded 10 days after the usage has ended.

If a reservation is canceled at least 30 days prior to the event date, the deposit will be refunded. The deposit will NOT be refunded if the event is canceled or if the date of the event is changed within 30 days of the original scheduled event date. The fee for any returned checks is \$25.

If keys are to be issued, the contact person is responsible for picking up and returning the Church keys within office hours. If keys have been issued, they are to be returned to the Church office no later than 48 hours after the event. If keys are late or lost, \$25.00 will be withheld from the deposit refund. The entire deposit will be forfeited if there are any damages to Church property.