

# UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

538 West Chestnut Street, Lancaster, PA 17603

Email: [office@uuclonline.org](mailto:office@uuclonline.org)

717-393-1733 (Ext. 201)

## Wedding Fees

FEES FOR MEMBERS	FEES FOR NON-MEMBERS
<b>Deposit:</b> \$50.00, refundable	<b>Deposit:</b> \$50.00, non-refundable
<b>Sanctuary Rental:</b> No fee Capacity 1/2023: 185 people (+35 people in Women's Memorial Room)	<b>Sanctuary Rental:</b> \$300.00/3 hours Capacity 1/2023: 185 people (+35 people in Women's Memorial Room)
<b>Sanctuary Streaming Capability:</b> \$100.00 Paid directly to Technician	<b>Sanctuary Streaming Capability:</b> \$100.00 Paid directly to Technician
<b>Minister:</b> No fee	<b>Minister:</b> Suggested Honorarium: \$450.00 Paid directly to Minister
<b>Musician:</b> \$150.00 Per Musician/Accompanist Paid directly to Musician	<b>Musician:</b> \$150.00 Per Musician/Accompanist Paid directly to Musician
<b>Audio/Visual Technician:</b> \$100.00 Paid directly to Technician	<b>Audio/Visual Technician:</b> \$100.00 Paid directly to Technician
ADDITIONAL FACILITIES	ADDITIONAL FACILITIES
<b>Emerson Hall:</b> No fee Capacity 1/2023: 100 people	<b>Emerson Hall:</b> \$35.00/hour \$250.00/day Capacity 1/2023: 100 people
<b>Emerson Hall w/Kitchen:</b> No fee Capacity 1/2023: 100 people	<b>Emerson Hall w/Kitchen:</b> \$45.00/hour \$330.00/day Capacity 1/2023: 100 people
<b>Founders' Hall:</b> No fee Capacity 1/2023: 150 people	<b>Founders' Hall:</b> \$35.00/hour \$250.00/day Capacity 1/2023: 150 people
<b>Classrooms (each):</b> No fee.	<b>Classrooms (each):</b> \$35.00/hour \$250.00/day
*Room capacities are subject to restriction according to current COVID policy. Please see the current UUCL COVID policy for more information.	

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## WEDDING POLICIES

**OFFICIANT:** The presiding UUCL minister must be given the right of first refusal for all weddings at the church. It is possible to use another officiant and this must be approved by conferring with the presiding UUCL minister.

**BUILDING USAGE:** Sanctuary rental assumes a 3-hour usage of the facilities on the wedding day and also includes the wedding rehearsal.

**PAYMENT:** Half of the total balance due to UUCL for space usage is due within 30 days of receipt of paperwork. When a reservation is made in a period less than 30 days before the space need, half the total balance is due within 7 days of the space usage. The remaining balance is due on the closest business day to the space usage with the exception of the minister (for non-members), musician(s), and technicians. Those individuals are to be paid separately and directly on the day of the event.

**CANDLES:** When candles are used as a 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. 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 environmental danger of releasing them.

**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 for safety reasons.

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

**ORDER OF SERVICE:** The wedding couple is responsible for providing wedding bulletins.

**SMOKING/ALCOHOL USE:** Unitarian Universalist Church of Lancaster is a smoke-free/drug free facility. No smoking is permitted anywhere in the Church building. The use of alcoholic beverages anywhere on the Church premises is also prohibited.

**CLEAN-UP:** All rented linens, tables, etc. must be removed from the premises on the same day of the event unless other arrangements are made in advance.

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

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The undersigned shall indemnify, defend and hold harmless the Unitarian Universalist Church of Lancaster (the "Church"), its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, as well as any other user, tenant, guest, licensee or occupant of the Church premises, from and against any and all claims, damage, injury, liability, loss or expense, including attorney's fees and expenses (collectively "Obligations"), arising out of or resulting from undersigned's presence in, or use of, the Church premises. The Church and its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, shall not be liable in any manner (including, without limitation, direct, indirect, special, incidental or consequential damages) to the undersigned, or the undersigned's personnel, employees, agents, representatives, contractors, successors or assigns, for any Obligations arising out of or resulting from undersigned's presence in, or use of, the Church premises.

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

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**WEDDING CONTACT INFORMATION**

**Partner A:**

\_\_\_\_\_

Street Address:

\_\_\_\_\_

Town, State, Zip Code:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

**Partner B:**

\_\_\_\_\_

Street Address:

\_\_\_\_\_

Town, State, Zip Code:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Date and Time of Event:

\_\_\_\_\_

Date and Time of Rehearsal:

\_\_\_\_\_

Name of Presiding Minister:

\_\_\_\_\_

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

\_\_\_\_\_

Would you like the Unitarian Universalist Church of Lancaster's Music Coordinator to sing? **NO YES**

Would you like to request any recorded music to be played? **NO YES**

Would you like the service to be livestreamed for virtual attendance? **NO YES**

Would you like a recording of the service to be made available to you after the service? **NO YES**

Would you like photos to be included in the livestream and recording? **NO YES**

If you would like to invite another musician to perform and/or sing, please give their name(s), email address(es), and phone number(s) for consideration for approval by our Music Coordinator.

\_\_\_\_\_

Do you wish to use the Church for a reception? **NO YES**

Do you wish to use the Church kitchen? **NO YES**

If the Church is used for a reception, who will prepare and serve the food?

\_\_\_\_\_

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**FEE WORKSHEET**

**Minister:** Suggested Honorarium: \$450.00 (Paid directly to Minister)

**Musician:** \$150.00 per Musician (Paid directly to Musician)

**Audio/Visual Technician:** \$100.00 (Paid directly to A/V Technician)

**Sanctuary Streaming Capability:** \$100.00 (Paid directly to Streaming Technician)

**Deposit: (refundable to members)** \$50.00

**Sanctuary Rental:** \$300.00/3 hours \_\_\_\_\_

**Emerson Hall:** \$35.00/hour \_\_\_\_\_

**Emerson Hall w/Kitchen:** \$45.00/hour \_\_\_\_\_

**Founders' Hall:** \$35.00/hour \_\_\_\_\_

**Classrooms (each):** \$35.00/hour \_\_\_\_\_

**Other:** \_\_\_\_\_

**TOTAL FEES:** \_\_\_\_\_

**DUE UPON SIGNING:** \_\_\_\_\_

**DUE DAY OF EVENT:** \_\_\_\_\_

Checks can be made out to *UUCL* or the *Unitarian Universalist Church of Lancaster at 538 W. Chestnut St, Lancaster, PA 17603.*

**Office Use:**

First Payment received, within 30 days of signing: Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Final Payment received, business day of service: Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_