

WEDDING RESERVATION FORM

FIRST UNIVERSALIST UNITARIAN CHURCH

504 GRANT STREET
WAUSAU, WI 54403
(715) 842-3697

Wedding Date: _____, 20____ # Guests _____

Wedding Time: _____ am/pm to _____ am/pm

Arrival time:* _____ am/pm Departure Time** _____ am/pm

*Arrival time is when building is first opened for setup, decoration, etc.

**Departure time is when all cleanup is done, and building is vacant.

Rehearsal Date and Time: _____, 20____ from _____ am/pm to _____ am/pm

Name _____

Name _____

Phone _____

Phone _____

Address _____

Address _____

Email _____

Email _____

Send Wedding Deposit to this address []

Send Wedding Deposit to this address []

I (We) agree to these terms (pages 1 & 2)

Signature _____ Date signed _____

Signature _____ Date signed _____

Office Use Only

Deposit amount \$ _____ Date Received _____ by _____ check # _____ cash

Total Fee \$ _____ Date Received _____ by _____ check # _____ cash

Deposit returned \$ _____ Date Returned _____ UU Check # _____

UU Facilitator _____ Paid _____ UU Check # _____

Fees and terms for Weddings, effective for reservations made after October 16, 2014

Deposit & Reservations

- \$200 security deposit and a signed reservation form are required to reserve a date.
- Payment of full rental cost is due 60 days before the event. (The full amount due is not reduced by the deposit, which is held until after the event and returned as described below.)

Typical Ceremony: \$750

- Rehearsal on a separate day – 2 hours maximum
- Up to 6 hours building use on wedding day (in a single stretch of time from opening for deliveries to lockup)
- any additional time that the building is unlocked (\$50 per hour)
- opening the building outside of office hours, separately from the rehearsal or the ceremony (\$50 minimum)

Small Ceremony: \$300

- Fewer than 30 people (including family, guests, wedding party)
- Single event (no rehearsal)
- Up to 3 hours building use (in a single stretch of time from opening for deliveries to lockup)

Fees for musicians, officiant, etc. must be arranged separately.

Rules for all Building Users

1. Users assume all expenses unique to the event.
2. Activities may be moved to different rooms by staff as needed.
3. No smoking except in outdoor area northeast of the building near cigarette receptacle.
4. Children must be supervised at all times.
5. Use of the church organ or audio/visual equipment must be arranged with staff in advance.
6. Any movement of furniture must be arranged with staff in advance. User will return furniture to its original location or cleaning charges will be applied.
7. Weekday parking allowed only on the street and in the lot nearest the church building.
8. Deposit and fees will be refunded in full if the event is cancelled at least 30 days in advance.
9. Deposit will be forfeited if event is cancelled by renter less than 30 days in advance, or to cover costs associated with cleanup inside or outside the building (including rice or cigarette debris outside) and/or repairs to the building, grounds, furnishings or equipment, repairs needed due to nails or tape used in decorating or signage, and damage done by anyone attending the event. If cleaning and repair costs exceed the amount of the deposit, the individual(s) named above will pay all costs. The deposit will be returned within 10 days after the event unless withheld as described above.
10. The Church will not be liable for any expenses related to the cancellation by either party.