

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:
504 Grant Street Wausau, WI 54403**

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 # _____

WEDDING RESERVATION TERMS

FEES

Ceremony: \$750

Includes the following:

- Rehearsal on a separate day – 2 hours maximum
- Up to 6 hours building use on wedding day.
 - *Single stretch of time from opening for deliveries to lockup.*
- Includes a wedding facilitator.
- **DEPOSIT:** \$200 held until after the event and returned as described in wedding reservation terms.

Ceremony: \$300 (fewer than 30 people)

Includes the following:

- Single event, no rehearsal.
- **DEPOSIT:** \$200 held until after the event and returned as described in wedding reservation terms.

Minister: \$400 or \$450 with rehearsal

- Mileage fee is the same as the IRS's
- **DEPOSIT:** \$200 non-refundable, due immediately. Goes towards the balance owed to the Minister.

Additional:

- Musicians must be arranged separately – work with Margaret Jerz, the Music Director here.
- Any additional time that the building is unlocked, \$50 per hour.
- Opening building outside of office hours (Mon. – Fri., 9 am – 2 pm) separately from the rehearsal or the ceremony: \$50 minimum.

Payment of all costs are due 60 days before the event.

Items need to reserve the date and space:

- Signed reservation form and deposits are required to reserve a date.

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 always be supervised.
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. Users 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.