



**NEIGHBORHOOD UNITARIAN
UNIVERSALIST CHURCH OF
PASADENA**

2012 Wedding Packet

Includes:

Rental Fees

What is Included List

Policies

Day of Coordinator Information



NEIGHBORHOOD UNITARIAN UNIVERSALIST CHURCH OF PASADENA

2012 CEREMONY & RECEPTION FEES

Ceremony Only

Ross Chapel	\$1,000.00
Sanctuary	\$1,000.00
Garden	\$1,200.00
Courtyard	\$1,200.00

Reception Only

<u>Guest Count:</u>	<u>Up to 75</u>	<u>76-150</u>
Ross Chapel	\$1,200.00	-
Sanctuary	\$1,400.00	\$1,600.00
Garden*	\$1,200.00	\$1,400.00
Courtyard*	\$1,200.00	\$1,400.00

Day of Coordinator (Optional)

Ceremony Only	\$ 350.00
Reception Only	\$ 350.00
Ceremony & Reception	\$ 500.00

We offer a 10 % discount on a combination Ceremony & Reception rental.

Capacity

Ceremony		Reception	
Ross Chapel	120	Ross Chapel	75
Sanctuary	250	Sanctuary	150
Garden	250	Garden	150
Courtyard	150	Courtyard	100

Duration of Events: Ceremonies are booked for 2 hours. Receptions are booked for 5 hours. Combination ceremony & receptions are booked for 6 hours total. We allow up to 2 hours of set-up time prior to your event and one hour for clean-up purposes.

* Courtyard & Garden available only until 7pm for receptions.



NEIGHBORHOOD UNITARIAN UNIVERSALIST CHURCH OF PASADENA

What the rental fee includes:

Ceremonies:

- 1 hour rehearsal (depending on the Church's availability)
- Dressing Room
- Microphone
- Chairs (250 upholstered fabric chairs indoors, up to 150 folding chairs outdoors)
- Access to restrooms
- Access to parking lot and street parking
- Use of the garden for photography before and after the event
- Custodial services for restroom cleaning

Receptions:

- Use of either the Sanctuary or Chapel kitchen
- 15 – 48" round tables
- 20 – 6' rectangular tables
- 3 trashcans
- Facility Coordinator (NOT Day of Coordinator)

What is NOT Included:

- Minister
- Florist
- Musicians
- Caterer/Linens/Dishes
- Chair covers
- Decorations
- Photographer
- Wedding Planner
- Aisle Runner
- Additional equipment (tables, chairs, dance floor)
- Marriage license
- Any other item not listed above in the included section

* Day of Coordinator is available for an additional fee



NEIGHBORHOOD UNITARIAN UNIVERSALIST CHURCH OF PASADENA

WEDDINGS & SPECIAL EVENT POLICIES

We are pleased you are having your special event here at Neighborhood Unitarian Universalist Church ("the church"). We offer an environment and event policies that are free of many traditional boundaries. The following policies help ensure that your event runs as smoothly as possible and church facilities are protected. Please take a moment to review and initial these guidelines and make sure your entire event team has copies and is fully aware of what is expected.

DAMAGE DEPOSIT: We require a \$500.00 deposit for all events, which is used to cover any damages that may occur to church property during your event or extended hours that may require our staff to work additional hours. Please remind your caterer/event managers that you have a deposit on file and to keep in mind that you are accountable for any and all damages.

Initial_____

CHECK IN/OUT TIMES: Check in for special events/weddings is two hours prior to the start time of an event. It is your responsibility to tell all vendors of their earliest arrival time. **For evening events, check out is 11:00PM.** This means cleanup **MUST** begin no later than 10:00PM for all evening events in order to have the facility cleaned and vacated on time. Abuse of this policy may result in a reduction in damage deposit refund.

Initial_____

LOADING: Loading of catering equipment, decorations, and rental equipment may not be done on any residential street after 8:00 PM. **After 8:00 PM all loading must be done through the front entrance of the campus via the parking lot.**

Initial_____

CAMPUS KITCHENS: Please make sure all counters and surfaces are thoroughly cleaned, floors are mopped, all food is removed, and nothing is left in the refrigerator before leaving. Food can be donated, but we must know about your request to do so in advance and your caterer must use their own containers to leave donated food behind. Sanctuary stove and heating ovens must be cleaned and turned off completely before checking out. Trash, food items, and bottles and cans should be tied up and secured inside heavy duty liners. Fully secured trash bags must be placed inside the large trash dumpster. If the dumpster is full, secured heavy duty trash bags may be set next to the dumpster.

Initial_____

LITTER: You are responsible for making sure that the campus (garden and patio areas, as well as sidewalks and driveways and gutters) are free of glasses, plates and other items upon departure. It is highly advised that someone in your party be designated, in advance, to sweep the campus area before departure to check for any trash or other items and remove them. Smoking is allowed in designated smoking areas only.

Initial_____

MOVING SANCTUARY FURNITURE: The pulpit, choir chairs, and piano can be cleared for events; however, this must be done by church staff and arrangements for doing so need to be done in advance. The organ is stationary and absolutely **NO DRINKS OR FOOD** are to be put on top of it. It can be covered with cloth or something soft for events, but should not be used to store anything with water or food inside of it. Signage or non-edible items may be fine, provided they are not heavy or threaten to damage the top of the organ.

Initial_____

MEMBER DISCOUNT: The church offers a discount to current church members. In order to receive this discount, active membership status will be verified at the time of signing.

Initial_____

MUSIC: Because the garden is situated in a residential area, all outdoor music must be non-amplified and must be turned off by 7:00PM. Please coordinate these times with your musicians before you make final arrangements with them.

Initial_____

DECORATIONS: We do not allow rice, balloons, glitter, or confetti on the grounds. Butterflies and bubbles are welcome outdoors. Fishing line or pipe cleaners are permitted. Candles are permitted as long as the candle is inside glass and the glass is 2" above the flame. Decorations may not be stapled, nailed or glued to walls, however temporary painting tape is permitted. All decorations must be removed at the end of the evening.

Initial_____

DELIVERIES: Neighborhood Church will not be responsible for gifts, personal property or supplies belonging to the wedding party or vendors. All deliveries need to be arranged in advance and must be picked up the same day.

Initial_____

REHEARSALS: Your ceremony cost includes a one-hour rehearsal. This must be scheduled at least 30 days before your event. Rehearsal time must work with the availability of the church's event calendar. Please have everyone involved in the rehearsal meet on time so that you do not go over your one-hour limit.

Initial_____

CANCELLATIONS: A non-refundable 50% deposit is required when signing the contract. The balance and \$500 damage deposit are due 30 days before the event. If you cancel the event less than 30 days before the event, only the \$500 damage deposit will be refunded. Any cancellation needs to be made in writing and sent to the Facility Coordinator.

Initial_____

DAMAGED/MISSING PROPERTY: Damaged and/or missing property is the responsibility of the client and will be deducted from the damage deposit. Any damage over this amount will be billed and must be paid in full within 30 days of cost estimate receipt. Please do not take or use any of the church's food or equipment from the kitchen or other areas.

Initial_____

CANCELLATIONS: We reserve the right to cancel an event if the client fails to comply with any provision listed in this policy agreement or in case of an emergency. Under such circumstances, a representative from the church will contact the client.

Initial_____

I/We have read and agree to the above policies and understand that the agreement is not valid until a signed copy is received by Neighborhood Church.

Client

Date

Client

Date

Neighborhood Church Facility Coordinator

Date



NEIGHBORHOOD UNITARIAN UNIVERSALIST CHURCH OF PASADENA

*Day of Coordinator is optional and an additional fee.
Facility Coordinator is included in the location rental fee.*

What to Expect From Your Day of Coordinator:

- Organize and lead rehearsal (processional and recessional)
- Greet and direct vendors to event site
- Oversee church equipment set-up
- Coordinate timing for sequence of events
- Direct processional & cue musician
- Work with the custodian regarding any issues that arise
- Unlock/lock designated areas & turn lights on/off
- Supervise the clearing of location

Day of Coordinator is NOT responsible for:

- Any planning that is not part of your event at the church
- Money transactions for vendors
- Contacting vendors about changes
- Accepting rental deliveries or pick-up
- Set-up or clean-up of personal items (decorations, favors, programs, etc.)

Facility Coordinator is responsible for:

- Oversee church equipment set-up
- Work with the custodian regarding any issues that arise
- Unlock/lock designated areas & turn lights on/off
- Supervise the clearing of location

Event Photos



