

First Parish in Needham, Unitarian Universalist Facilities Rental Form for Weddings and Receptions (External Parties)



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Prior to completing this application, please read First Parish's *Policy for External Rentals*. Before scheduling your wedding it is necessary to talk with the minister. Then, to book an event, contact the First Parish Administrator. Both parties can be reached at (781) 444-0823. To secure the booking, applicant(s) must provide the Administrator with a signed and completed application, a 50% deposit, and separate security and damage deposits. Checks should be made payable to "First Parish in Needham". Confirmation will be forwarded to applicants and should be retained for reference purposes.

APPLICANTS' INFORMATION

Spouse-to-be #1 (primary contact): _____

Street Address: _____

Phone Number: _____ E-mail Address: _____

Spouse-to-be #2: _____

Phone Number: _____ E-mail Address: _____

Others involved (e.g., a parent):

Name: _____

Phone Number: _____ E-mail Address: _____

EVENT DESCRIPTION

Date of Function: _____, 20_____ Event hours: _____ to _____

_____ Wedding only _____ Wedding and reception (see page 2 for package details and rates)

Expected number of attendees: _____

Will there be a rehearsal for this event? Yes No If yes, when? _____

Will food and/or beverages be served? Yes No

If serving food, will a caterer be used? Yes No

If yes, caterer's name and phone number? _____

If serving food and/or alcohol (wine and/or beer only), the renter is responsible for ensuring that all necessary permits are obtained from the Town of Needham. Serving of alcohol is subject to the approval of the Parish President.

Do you wish to serve wine and/or beer? Yes No

Use space below to describe set-up for your event, including equipment, props, or furniture that will be brought in.
(Attach separate sheet if needed.)

OFFICE USE ONLY:

Approved use: Yes No

Approval to serve wine and/or beer: Yes No n/a

Confirmed date: ___/___/___

Event Facilitator: _____

Notes:

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RATE AND FEE SCHEDULE

Please note:

- Packages cover only the use of the space. Professional fees (minister, wedding coordinator, sexton, musician, etc.) are separate—see below.
- The use of a First Parish-appointed wedding coordinator and sexton are non-negotiable.

<u>Package</u>	<u>Rooms included</u>	<u>Rate</u>	<u>Total</u>
_____ Wedding only	Use of the Sanctuary, Parlor, Conference Room, Music Room & Nursery for 3 hours . Includes rehearsal, pre-cleaning, set-up, and clean-up.	\$1,000	\$ _____
_____ Wedding & Reception	Use of the Sanctuary, Parish Hall, Pantry, Conference Room, Music Room & Nursery for 5 hours . Includes rehearsal, pre-cleaning, set-up, and clean-up.	\$1,500	\$ _____

Additional Fees

_____ Sanctuary piano	Allows renter's hired musician to use the piano in the Sanctuary. Waived if the First Parish Music Director or designee is hired to provide wedding music. Note: The organ can only be used if the First Parish Music Director or designee is hired to provide wedding music.	\$50	\$ _____
_____ Parish Hall piano	Allows renter's hired musician to use the piano in the Parish Hall.	\$50	\$ _____
_____ Dumpster fee	Allows renter to dispose of waste in First Parish's dumpster. If this fee is not paid, renter agrees to remove waste from premises.	\$50	\$ _____

TOTAL FEES payable to First Parish	\$ _____	<input type="checkbox"/>
Deposit (at least 50% of previous line)	\$ _____	<input type="checkbox"/>
BALANCE DUE ²	\$ _____	<input type="checkbox"/>
Cancellation fee (if applicable ³)	\$ _____	<input type="checkbox"/>
Damage Deposit	\$ _____	<input type="checkbox"/>

PROFESSIONAL FEES - payable direct to the individual

<u>Professional</u>	<u>What's covered</u>	<u>Rate</u>	<u>Total</u>
FPN Minister ¹	Includes counseling, rehearsal and ceremony	\$400	\$ _____
FPN Wedding Coordinator	Includes planning, liaising with contractors (caterer, florist, etc.), rehearsal, ceremony and reception (if applicable)	\$150 for wedding only \$250 for wedding & reception	\$ _____
FPN Sexton	Includes preparing the church, maintaining the space during the event, and clean up afterward.	\$25 / hour X _____ hours	\$ _____
FPN Music Director	Includes practice ahead of time and ceremony	\$225	\$ _____

¹ If non-First Parish clergy are to preside, they must be pre-approved by the Minister

² Balance is due at least 30 days prior to the event. If reservation is being made less than 30 days prior to the event, full payment is required at the time the reservation is made.

³ See First Parish in Needham's *Policy Governing External Rentals* for cancellation policies.

RENTAL AGREEMENT

Signature indicates that the Renter has read and agrees to comply with First Parish in Needham's *Policy for External Rentals* and to pay the amounts indicated above according to the specified terms.

Read and agreed to by: _____ / ____/____
Renter

Accepted by: _____ / ____/____
Authorized First Parish Representative