



Unitarian Universalist Community of Charlotte Wedding Usage Agreement

Date: _____ / _____ / _____

Primary Contact Person: _____

Participant 1: _____

Address: _____

Telephone: (H or Cell) _____ (W) _____

Participant 2: _____

Address: _____

Telephone: (H or Cell) _____ (W) _____

UUC Member(s): yes no

Couple's address after wedding: _____

Telephone: (H or Cell) _____ (W) _____

Wedding Officiant*: _____

Place of employment: _____ Telephone: _____

*If not affiliated with the UUC, your wedding program MUST have their name and church they are affiliated with

Rehearsal Date: _____ / _____ / _____ Time of event: From: _____ To: _____

Wedding Date: _____ / _____ / _____ Time of event: From: _____ To: _____

Approximate number of guests attending: _____

Rooms to be used:

Sanctuary only: \$350 Sanctuary and dressing rooms: \$450 Bernstein Room only: \$200

Fellowship Hall and Kitchen, catered or potluck dinners only: \$200 (non-member) or \$150 (member)

Total Usage Fee: \$ _____ *(due one week prior to wedding date)*

Other applicable fees:

Facilities Coordinator Fee* Clean-up Fee* A/V Coordinator Fee* Organ/Piano usage \$25

*These fees are payable before the event, directly to the person or persons hired to perform these services.

The undersigned, hereafter known as the user, agree that the above-named persons have read, and will comply, with the Wedding Usage Rules and Policies of the Unitarian Universalist Community of Charlotte, and will pay fees set forth therein. In the event of unusual wear and tear or actual damage, the user will be charged for any expenses the Community incurs in correcting same. All users using the facilities assume liability for, and shall indemnify and hold harmless, the owners of the real estate and its respective officers, trustees, directors, agents, employees and members against and from any and all liabilities, obligation, losses, penalties, claims, actions, suits, damages, expenses, disbursements (including legal fees and expenses), or cost of any kind and nature whatsoever in any way relating to or arising out of any activity of the users and their guests. The Community and its respective officers, trustees, directors, agents, employees and members shall not be liable to any user using the Community or of any person on or about adjoining grounds and parking lot by the user's consent, invitation, or license, expressed, or implied for any loss, expense or damage to either the person or property sustained by reason of any condition of said "Community" or due to the act of any agent of the Community or the act of any other person whatsoever.

The facility deposit will be FORFEITED if any terms of this agreement are breached

Signed: _____ Date: _____

Signed: _____ Date: _____

OFFICE USE ONLY

Minister's Approval Date: _____ / _____ / _____ Administrative Assistant's Approval Date: _____ / _____ / _____

Room Deposit: \$50 Date Received: _____ / _____ / _____ Cash Check # _____

Usage Fee: \$ _____ Date Received: _____ / _____ / _____ Cash Check # _____

Unitarian Universalist Community of Charlotte
Wedding Usage Rules and Policies

The facilities may be used only to the extent and manner stated in this application; and any conditions upon approval of the application will be part of these Usage Rules and Policies.

Wedding Usage Rules

- The primary contact person **MUST** be 21 years of age or older, and must be on the premises during the entire event. The primary contact person is also responsible for all damages to the Community.
- All children must be supervised by an adult at all times. **NO ONE** is allowed on the Community playgrounds.
- No smoking allowed in the building.
- All rooms must be returned to their original condition.
- Users must leave the Community premises as they found them. Trash must be put in proper receptacles.
- Nothing can be attached to the walls, panels or floors in any area of the Community, except with tape **ONLY**.
- No food or beverages may be served in any rooms except in the Fellowship Hall.
- Do not drag tables, chairs or any heavy objects across the Fellowship Hall floor.
- **No firearms, illegal drugs, or weapons are allowed on Community property.**
- Incidental use of the room(s) for measuring, planning, or decorating, at times other than the wedding are considered an additional usage period and also must be arranged with the Administrative Assistant.
- No materials (rice, bird seed, etc.) shall be thrown on the premises.
- **No refunds if the wedding is canceled within 30 days of the scheduled wedding date.**
- Your clean up time is included in your wedding usage period.
All clean up must be completed before leaving the premises after the wedding.
- All fees are applicable for those who are non-members at the time of the initial contact with the staff.

By our signature(s), we acknowledge that we have read and agree to abide by the “Wedding Usage Rules and Policies” of the Unitarian Universalist Community of Charlotte.

Signed: _____ Date: _____

Signed: _____ Date: _____

Additional notes: _____

Wedding Usage Rates

All individuals desiring to use any facilities of the Community must complete an application form, which can be obtained from the Administrative Assistant. The Administrative Assistant is your contact person for inquiries regarding room reservations, contract signing, usage deposits, receipts and refunds. Office hours are 9 AM - 5 PM Monday through Friday.

<u>Room:</u>	<u>Capacity:</u>	<u>Usage Fee:</u>
Sanctuary only	250	\$400
Sanctuary with dressing areas (Conference Room, Bernstein, Workroom, Sigismund, and Booker)	250	\$500
Bernstein Room only	30	\$250
Fellowship Hall and Kitchen*	290 (no tables) 135 (tables)	\$250 (non-member) \$200 (member)

*Use of Community dishes, glasses, tablecloths and supplies is NOT included.

The fees represent a usage period of up to one hour and for the rehearsal and up to two hours for the wedding. The fee for the Fellowship Hall and Kitchen is for a usage period of up to six hours.

The entire wedding usage fee is payable one week prior to the event.

Additional Charges:

- Facilities Coordinator Fee*** (required for after-hours weddings by a qualified UUCC member ONLY): \$20/hour or \$25/hour if setup of tables is required. Two hour minimum, payable directly to Coordinator before the event. Weddings during office hours will need the Facilities Coordinator.
- Clean-Up Fee*** (payable directly to clean-up crew): See attachment for fee schedule
- Audio/Video Equipment Coordinator Fee*** (performed by a qualified UUCC member ONLY): Up to 2 hours: \$25, up to 4 hours: \$50.
- Organ or Piano Usage Fee:** \$25

*These fees are payable before the event, directly to the person or persons hired to perform these services.

Deposits:

A deposit of \$50 is collected when the application is completed and it guarantees the room reservation. The deposit will be refunded 10 days after the usage has ended.

If a reservation is canceled at least 30 days prior to the event date, the deposit will be refunded. The deposit will NOT be refunded if the event is canceled or if the date of the event is changed within 30 days of the original scheduled event date. The fee for any returned checks is \$25.

If keys are to be issued, the contact person is responsible for picking up and returning the Community keys within office hours. If keys have been issued, they are to be returned to the Community office no later than 48 hours after the event. If keys are late or lost, \$25.00 will be withheld from the deposit refund. The entire deposit will be forfeited if there are any damages to Community property.