



**Wedding Rental Agreement**  
**Unitarian Universalist Congregation (UUC)**

421 South Farwell Street  
Eau Claire, WI 54701  
(715) 834-0690

**Return completed form with deposit to hold date to address shown above.**

Renter's Name \_\_\_\_\_ Partner's Name \_\_\_\_\_

Wedding Date/Time \_\_\_\_\_ Rehearsal Date/Time \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ email: \_\_\_\_\_

Minister / Officiant \_\_\_\_\_ Number of people expected \_\_\_\_\_

***Seating maximums in rental areas:***  
***Sanctuary: 150 Buddha Room 15 Seekers Room: 12***  
***Social Hall: 70 seated; 100 standing reception***

This completed form accompanied with your deposit and signed agreement reserves the space you requested.

UUC's and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the church office so that your rental can be recorded on the church calendar.

THE UNITARIAN UNIVERSALIST CONGREGATION will provide the following:

- Provide a clean and orderly space.
- Provide someone to unlock/unlock doors; assist with sound system and equipment, heat and lights

\_\_\_\_\_ (Renter) is responsible for the following:

- Do your own set up and clean up.
- Payment of the total rental fee 2 weeks before the date of use.
- The undersigned is at least 18 years of age, and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use by the group.
- Outside decorations must be approved by church personnel. Messages with political or religious content are prohibited from being displayed outside the building.

I understand and agree to the above conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building.

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

Witnessed for UUC by \_\_\_\_\_

## UUC Wedding Rental Agreement 2

The UUC building is open to all individuals and groups that are compatible with our U.U. Principles. The UUC reserves the right to decline rental requests.

Includes use of facility for rehearsal, sound system, changing room for each partner, restrooms and kitchen. Decorations may be added in the sanctuary; however no nails, tacks, or staples may be used. Any petals dropped outdoors must be bio-degradable (real flowers), indoors must be removed after ceremony. All deliveries and pick-ups (food, flowers, sound equipment, etc.) must be scheduled with the Office Manager. Breakage or damage cost will be assessed for excessive damage.

\$50 non-refundable deposit reserves your date and is applied to final costs. Remainder of rental fee due 2 weeks prior to the event.

### BUILDING USE POLICY AND PROCEDURE

#### BUILDING USE CALENDAR

The calendar is kept in the church office and maintained by the Office Manager. Please check the calendar in person (or call the church office) before publicizing any event, because rentals, weddings/memorial services, and other church events may also be scheduled.

#### PARKING

Free parking is available across Gray Street on weekends and evenings. Metered parking is available across Farwell Street and on Gray Street. Renters may use the church alley if staff will not be using it during the rental.

#### HEAT

Summer rentals: **please note that there is no air-conditioning in the main building.** Only the newer addition has air-conditioning. The Sexton will take care of making sure the building is heated prior to your event and turned off when you leave.

#### WINDOWS

The only windows that open are in the sanctuary, gathering room, Buddha Room (top floor), and Seekers Room. The windows around the sanctuary and gathering room are tricky/dangerous to open and keep open. The top section often falls when you lift the bottom section; it is best to work with a second person when opening them. **NEVER** open the windows with stained glass. Remember to close the windows that you have opened. There is an attic fan; the switch is behind the door to the Buddha Room. It is for use when some of the windows are open in the summer. It is disconnected and covered in colder weather.

#### PIANO

The piano is locked at all times. Use of the piano needs to be scheduled ahead of time with the Office Manager. The piano should **NEVER** be moved off the level on which it is located.

#### SOUND SYSTEM

The sound system is set for our weekly Worship Services. If you plan on using the sound system, you will need to request his through the Office Manager prior to your event so someone will be scheduled to assist during the service. (\$50 charge for sound technician).

# UUC Wedding Fees

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## BUILDING RENTAL

\_\_\_\_\_ \$400 **Rental for Wedding (Circle one) Hours: 10-3 pm or 4-10 pm**

Includes use of sanctuary; bathrooms; general areas and rooms for wedding participants; sound equipment and piano, if scheduled ahead of time; and access to building for decorating and rehearsal. **Custodian**

Includes presence during event, assistance with lights, heat, etc. and clean up after event.

\_\_\_\_\_ \$200 **Rental for Small Wedding**

Ceremonies under 25 attendees, with no rehearsal.

\_\_\_\_\_ \$250 **Rental for Reception**

\_\_\_\_\_ \$100 **Rental for Rain Location Back Up**

Non-refundable deposit to hold building as back up for rain location, to be applied to the full rental price if the building is used.

## OFFICIANT

\_\_\_\_\_ \$300 **Minister**

Includes prenuptial counseling, ceremony planning, rehearsal, and ceremony.

Or, \$200-\$300 **Alternative Officiant** (each officiant negotiates their own price and is paid directly. You may arrange your own, or request a referral from UUC.)

\_\_\_\_\_ \$50 **Sound Technician**

Required if you will use the sound system (microphones or play cd's).

**Pianist (paid directly to musician)**

Includes rehearsal and ceremony. Ask for a list of available UUC musicians.

All musicians negotiate their own price with you (going rate is about \$200).

Use of the piano is included in the rental fee, but authorization must be sought prior to piano use.

\_\_\_\_\_ **TOTAL DUE to UUC**

\_\_\_\_\_ **Amount enclosed** (\$50 non-refundable deposit reserves your date.  
\$100 if renting as a back up location)

\_\_\_\_\_ **Remainder Due** 2 weeks to wedding date. \_\_\_\_\_ (date due)

The above fees are for non-members only. Members are charged a flat fee of \$100 for building use.

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