



WEDDING - Application and Contract for Use of Facilities
The First Unitarian Universalist Church of Richmond
 1000 Blanton Avenue, Richmond, VA. 23221 - (804) 355-0777
 Web Address: www.richmondUU.org / Fax: (804)358-7364

Revised: 4-5-10

Spouse's Name _____

Address _____

State _____ City _____ Zip _____

Phone Number _____ Work Number _____

Email Address _____ Business Number _____

Spouse's Name _____

Address _____

State _____ City _____ Zip _____

Phone Number _____ Work Number _____

Email Address _____ Business Number _____

Contact made with Church Minister Yes / No **Note:** Minister's fee for non-members should be arranged by the couple with the Minister.

Number of Guests _____ Alcohol (wine, beer, mix drinks, etc.), you are required to purchase your own ABC license

Date of Wedding _____ Begin Time _____ End Time _____ Actual time of wedding _____

Date of Rehearsal _____ Begin Time _____ End Time _____

The following fees quoted are per hour, with a requirement of reserving at least 2 hours.

<u>Space</u>	<u>Number of Persons</u>	<u>Cost Non-Members</u>	<u>Cost Members</u>	<u>Total Fee</u>
___ Great Hall	300	\$125.00	\$ 45.00	_____
___ Great Hall w/ Reception	300	\$175.00	\$ 80.00	_____
___ Sound Room Engineer	N/A	\$ 25.00	\$ 25.00	_____
___ Studio – Douglasdale	50	\$ 35.00	\$ 20.00	_____
___ Studio – Middle A	20	\$ 45.00	\$ 25.00	_____
___ Studio – Middle B	10	\$ 15.00	\$ 10.00	_____
___ Studio – Middle (Full)	50	\$ 35.00	\$ 20.00	_____
___ Lower Level	40	\$ 15.00	\$ 15.00	_____
___ Library	40	\$ 35.00	\$ 20.00	_____
___ Utilities fee (for any part of Of the building, July-August only)	N/A	\$200.00	\$100.00	_____
___ Wedding – Building Coordinator (\$20.00 per hour fee after the 2 hours)	N/A	\$ 30.00	\$ 20.00	_____
___ Janitorial Services	N/A	\$ 15.00	\$ 15.00	_____
___ Rehearsal and Decorating (1 hour is usually reserved for rehearsal time)	N/A	\$ 25.00	\$ 20.00	_____
Total Fee Due				_____
Deposit				_____
Balance				_____

Half of the Total is required in order to reserve the date and space. Full payment must be made two weeks prior of the event. Refunds will be made with two weeks notice of cancellation.

Signature of the applicant indicates acceptance of the church building use procedures and rules

Applicant _____

Date _____

Church Administrator _____

Date _____