



UNITY CHRIST CENTER IN EAU CLAIRE
1808 Folsom Street, Eau Claire, WI 54703
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www.unityeauclaire.org

WEDDING PEACE GARDEN/SANCTUARY REQUEST FORM

Return completed form with non-refundable deposit to address shown above to hold date.

Names of the Two People to be Married _____

Address _____

Phone _____ (Home/Cell) Email _____

Wedding Date/Time _____ Rehearsal Date/Time _____

Hours of use requested [arrival to departure]: _____ [You are renting a 5-hour timeframe; for Minister's Office, see below].

Officiant (who will perform your wedding?) _____

Number of people expected _____ [Sanctuary or Garden capacity is 125 and parking limited to 60 vehicles].

How did you hear about our Wedding Peace Garden/Facility? _____

Are you a member of Unity EC? Yes _____ No _____

Rental Fees: [discount for Unity Christ Center members with year/more membership]

Wedding Garden & Building \$775.00 for 5-hour timeframe [Officiant fee arranged separately with Officiant]
 Initial NON-refundable deposit: \$200.00 (made out to Unity Christ Center)
 Final payment in two checks: \$400.00 (made out to Unity Christ Center)
 \$175.00 (made out to Facility Coordinator--name provided)
 Maximum of 150 people including wedding party

Building Only \$600.00 for 5-hour timeframe [Officiant fee arranged separately with Officiant]
 Initial NON-refundable deposit: \$200.00 (made out to Unity Christ Center)
 Final payment in two checks: \$275.00 (made out to Unity Christ Center)
 \$125.00 to Facility Coordinator--name provided
 Maximum of 150 people including wedding party

Small ceremonies (under 30, including wedding party) for 4-hour timeframe [Officiant fee arranged separately with Officiant]

- Garden/Building as backup \$475.00 [\$200.00 deposit; \$175.00 final payment; \$100.00 to Facility Coordinator--name provided]
- Building only \$325.00 [\$200.00 deposit; \$125.00 final payment; \$75.00 to Facility Coordinator--name provided]
- Minister's Office (under 10, including wedding party) for one-hour timeframe [Officiant fee arranged separately with Officiant]
 \$ 75.00 [\$50.00 paid in full as deposit—Does not include a rehearsal]; \$25.00 to Facility Coordinator.

Please Note: \$200 non-refundable deposit reserves your date and is applied to final costs [\$50.00 for Minister's Office].

Remainder of rental fee is due 30 days prior to wedding date.

3% additional service charge for payments made by credit card.

***If total fee is paid in one check, the fee for Facility Coordinator must be paid separately and made out directly to that person.

Fees include Rehearsal [except if married in Minister's Office]; Sanctuary backup in case of weather; dressing rooms for the wedding party; restrooms; limited use of kitchen [see policies and guidelines].

RENTER SIGNATURE/DATE _____ [Your signature confirms agreement with the Policies/Procedures listed on the back of this form].

FOR OFFICE USE ONLY: Total amount due to Unity Christ Center \$ _____ To Facilitator \$ _____

Non-refundable Deposit \$200.00 received by whom? _____ Date _____ Check# _____

Remaining fee [\$ _____] received by whom? _____ Date _____ Check # _____

Fee for Facility Coordinator [\$ _____] received by whom? _____ Date _____ Check # _____

Officiant _____ Facility Coordinator: _____

**Unity Christ Center in Eau Claire
Rental Agreement Policies and Guidelines**

1. **Who May Be Married:** Both members and non-members of Unity Christ Center may be married at the facility. The Unity Minister may be used or bridal party may bring in their own licensed officiant.
2. **State Marriage Requirements:** Check with the Clerk of Court in either the county where you live or the county where you will marry for marriage license requirements.
3. Entry into the building is arranged ahead of time with the Administrative Coordinator/Office.
4. Fees include use of kitchen [**NO cooking**]. Any food/non-alcoholic beverages served must be brought in by you [or may be delivered]. Unity staff will not pay for deliveries. Food may be warmed up but not prepared from scratch in the kitchen. You are expected to clean up the kitchen afterwards and remove leftover food.
5. **NO open alcohol allowed on premises.**
6. **No smoking in the building; outdoors, dispose of cigarettes in provided receptacle.**
7. **NO pets allowed in the building (with the exception of service dogs). Dogs must be on a leash.**
8. If decorating, please do not use any nails, tacks or staples. Remove decorations after the event. **Real flower petals are not allowed inside to throw down on aisle – suggest buying silk flower pedals & return if they are not used. Bubbles are also not allowed inside. Silk flower pedals are NOT allowed in the Peace Garden [use real flower pedals as they are bio-degradable]. Bubbles are allowed outside.**
9. No Unity Christ Center property is to leave the building.
10. You will be held responsible for any damage to the facility or grounds. Cost of repair will be billed to you.
11. **We assume NO liability if you choose to leave any personal items in the church office prior to the wedding, or for any personal items left at Unity Christ Center.**
12. Flower-delivery-time is to be coordinated with Facility Coordinator.
13. Facility Coordinator must be present during wedding to answer questions and supervise use of facilities.
14. We do not provide sound equipment; however, there is an electrical outlet in the Peace Garden.
15. This wedding contract covers use of facilities for normal wedding ceremony events only such as the rehearsal, decorating and the ceremony. **We do not rent for rehearsal dinners or receptions.**
16. We at Unity hope to help you make this occasion a wonderful experience and expect communication between Unity staff and renter to be appropriate and done in a civil manner. Unity Christ Center has a zero tolerance policy for any abusive, violent, destructive, menacing or harassing behavior from renter or any party acting on behalf of renter [or guests of renter]. Unity Christ Center reserves the right to take corrective action if above policy is not observed.
17. Unity Christ Center reserves the right to review and make changes to these policies, our Peace Garden & Sanctuary.

Thank you for choosing us for your ceremony!

Revised 4/2020