



UNITY CHRIST CENTER EAU CLAIRE

1808 Folsom Street Eau Claire, WI 54703

Phone: 715-836-0010

Email: unityeauclaire@gmail.com

Website: www.unityeauclaire.org

WEDDING GARDEN/SANCTUARY REQUEST FORM

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

How did you hear about our Wedding Garden/Facility? _____ Today's Date _____

Names of the Two People to be Married _____

Wedding Date/Time _____ **Rehearsal Date/Time** _____

Address _____

Phone _____ (Home/Work/Cell) Email _____

Minister (who will perform your wedding?) _____

Number of people expected _____ (Garden/Sanctuary capacity is 150, parking limited to 60 vehicles, additional parking allowed on the street)

Wedding Fees**: What 5 hour time frame? _____

- Wedding Garden & Building \$775 (deposit \$200)
Final payment in two checks: \$425 (deposit deducted) to Unity Christ Center
 \$175 to wedding facility coordinator (name provided prior to final payment being due)
- Building Only \$600 (\$200 deposit--final payment \$275 to Unity & \$125 to wedding facility coordinator)
- Small ceremonies (under 30) \$400 Garden/Building or \$300 Building only (\$200 deposit—final payment \$100 or \$25 to Unity & \$100 or \$75 to facility coordinator) Does not include a rehearsal.

\$200 non-refundable deposit reserves your date and is applied to final costs. Remainder of rental fee is due 30 days prior to wedding date. 3% additional service charge for payments made by credit card.

**Includes wedding facility coordinator, approximately one hour rehearsal (except small wedding,) sanctuary back-up in case of rain, changing rooms for wedding party, restrooms and kitchen. No complete meals may be prepared and served. Sound system/music is not provided. There is an electrical outlet in the garden.

Wedding Facility Coordinator from Unity present during event & rehearsal to help with facility issues; however, this person is not considered a wedding coordinator. Wedding party is responsible for clean-up of changing rooms prior to leaving. Decorations may be added in the Garden or the indoor Sanctuary; however, no nails, tacks, or staples may be used. Any petals dropped outdoors must be bio-degradable (real flowers,) decorations must be removed after the ceremony. Breakage or damage cost assessed for excessive damage.

See following pages for additional policies, guidelines and optional fees.

RENTER SIGNATURE/DATE

RENTER PRINTED NAME

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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 minister.
2. **Photographs/Videos:** Photographers are welcome to take pictures/videos during the ceremony but are asked to do so with discretion and courtesy.
3. **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.
4. Any **food/beverages** served must be brought in by you. Food may be warmed up but not prepared from scratch in the kitchen. You are expected to clean up the kitchen afterwards and remove any leftover food.
5. 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.**
6. **No smoking or pets allowed in the building (with the exception of handicap service dogs,) and no alcohol allowed on premises. Dogs must be on a leash.**
7. No Center property is to leave the building.
8. You will be held responsible for any damage to the facility or grounds. Cost of repair will be assessed for any damages.
9. A representative of the Center must be present in the building during wedding to act as host, answer questions and supervise use of facilities.
10. This wedding contract covers use of facilities for normal wedding ceremony events only such as the rehearsal, decorating and the ceremony. Contract does not include a rehearsal dinner or wedding reception. **We do not rent for rehearsal dinners or receptions.**
11. 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.
12. Unity Christ Center reserves the right to review and make changes to these policies.
13. Unity Christ Center reserves the right to make changes in our Peace Garden & Sanctuary.
14. Unity Christ Center does not assume liability for any items left at the Center.

15. **Honorarium:** Fees for the following services will be paid directly to the people providing the service if applicable.

- Minister: We can refer you to a minister.
- Wedding Facility Coordinator: **Fee included in above wedding fees.** Check made separately to facility coordinator; name will be provided before final payment which is due 30 days prior to wedding.
- Music: You may phone the Unity office for referrals.

We appreciate your help in promoting peace, love, harmony and joy at our facility.

TOTAL FEE: _____

RENTER SIGNATURE/DATE

RENTER PRINTED NAME

FOR OFFICE USE ONLY:

Received non-refundable Deposit \$200 _____ Date _____ Check# _____

Received remaining fees _____ Date _____ Check #'s _____

Minister _____ Wedding Facility Coordinator: _____