



CHRIST
CHURCH UCC

We embrace all as we journey the way of Jesus

15 S. Fort Thomas Ave. • Fort Thomas, KY 41075

Building Facilities and Equipment Contract

WEDDINGS

Wedding Date: _____ Time of Use: _____ Approx. # of People: _____

Contact Name: _____ Contact Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Active Church Member? ☐ Yes ☐ No Active Church Member? ☐ Yes ☐ No

(Active church members are regular participants in the life of Christ Church UCC through attending worship and the giving of time, talent, and treasure. At the discretion of the pastor, Christ Church UCC may waive the non-member fee for children of an active church member.)

Please mark the facilities to be used and note the member/non-member price:

☐ **Sanctuary:** Active Member-Free Non Member-\$500

☐ **Chapel:** Active Member-Free Non Member-\$250

☐ **Prayer Garden:** Active Member-Free Non Member-\$100

This includes two hours before wedding and one hour after. Anything over this will be \$50 per hour.

Fees: Refundable Deposit – \$100 check *(Check will be returned if space is left as found)*

Pastor: Active Member-\$250 Non Member-\$325

(You may use your own pastor with approval of the Christ Church UCC pastor)

Guitarist or vocalist: \$300 (Wedding day only) \$200 (Rehearsal fee) – *based on availability*

Piano or organist: TBD (Wedding day only) TBD (Rehearsal fee) – *based on availability*

Sound Technician: \$200 (Required for all weddings) – *based on availability*

Wedding Coordinator: \$300 (Use is required for all non-member weddings)

Custodial Fees: \$200 (Required for all weddings)

Total Event Fee: _____ **Deposit:** _____ **Balance Due:** _____

I agree to the following in regard to the use of the facilities of Christ Church, UCC:

The building will be left in the same condition as when the group/individual came into the building. If damage to the facility or its furnishing is incurred during the time of use by the group/individual, the group/individual will be responsible for payment for restoration to the original condition.

Signature of Renter: _____ Date: _____

Representative of Christ Church UCC: _____ Date: _____

Deposit: \$ _____ Date received: _____

Christ Church would appreciate the use of products that are reusable or made from recycled materials. We have blue recycling trash bins for recyclable materials throughout the church. Thank you!

phone: (859) 441-2565 • **email:** office@christchurchft.org • **website:** www.christchurchft.org

Weddings at Christ Church UCC

Christ Church United Church of Christ is honored that you are considering having your wedding here. We believe marriage to be a sacred and joyous covenant entered into by the couple, with God, in the presence of family and friends who witness the ceremony. When a couple decides to be married in a Christian religious ceremony, they acknowledge a covenantal relationship with God. Christ Church considers this part of our ministry as we seek to be faithful in our own calling to serve God and others. We look forward to working with you in making this a good beginning to a long and joyous life together.

To help you plan the use of our facilities, a wedding coordinator is provided at an additional cost, who will answer any logistical questions you might have and to assist you at the wedding rehearsal and at the service itself to make sure everything runs as smoothly as possible. The office administrator will provide contact information for the wedding coordinator.

The pastor will meet with the couple regarding planning the ceremony and premarital counseling. When choosing your wedding date, please contact the office administrator for availability, preferably six months in advance. Wedding ceremonies are not held on Christmas, Christmas Eve, Easter, New Year's Eve, or New Year's Day.

Ceremony: Your wedding service is a service of worship rooted in historic and traditional Christian rituals. The ordained minister who will preside at your wedding will make available to you an outline of the wedding service as usually conducted, but will also encourage you to participate in creating a service that honors the past, is faithful to traditions, and expresses your own love, lives and relationship.

Sanctuary: There are 15 pews on either side of the center aisle which will accommodate approx. 300. There is balcony seating at the back of the sanctuary for additional guests. Decorations are not to be tacked or taped to the walls or any of the furniture or pews, unless approved by the wedding coordinator. All other decorations must be approved by the pastor or wedding coordinator. Flower arrangements are permitted on the communion table and flower stands.

Chapel: There are 7 rows of 4 chairs on either side of the center aisle plus a few extra, which will accommodate 56 people. The communion table area is limited, accommodating only a small wedding party. Decorations are not to be tacked or taped to the walls or any of the furniture or chairs. Flowers are permitted on the communion table and flower stands. All other decorations must be approved by the pastor or wedding coordinator.

Hoffman Hall: This is ideal for an informal wedding followed by a reception. The stage may be used for the ceremony. Maximum occupancy is 460 people with chairs only; 216 with tables and chairs. We have 18 round tables seating 6 per table. Decorations are not to be tacked or taped to the walls. Decorations hanging from the ceiling should be discussed with the wedding coordinator.

Prayer Garden: It is possible to have a wedding outside. Emergency use of the sanctuary due to inclement weather would be planned. Prayer Garden seating would be limited to 12.

Officiant: The pastor of Christ Church is available for all weddings. A marriage may not be performed at Christ Church by a clergy of another church without permission from the pastor. In the event the Christ Church pastor is not available, arrangements will be made by the minister for another UCC minister to officiate. Any substitute must be an ordained minister. During your pre-wedding meetings the pastor will discuss the UCC ceremony and possible variations.

Music: The church organist will play at all weddings unless other arrangements are approved by the organist. Additional musicians and/or soloists may be contracted only with the prior approval of the church. Music chosen for the wedding should be appropriate for a worship service. The organist will be happy to discuss and assist in the selection of appropriate music. Music for additional musicians is to be provided by the couple in consultation with the organist and must be received two months prior to the wedding date. Special organ music requests, within reason, must be submitted to the organist at least three months in advance of the wedding date. Otherwise, music will be provided from the organist's standard wedding repertoire.

Wedding Coordinator: The wedding coordinator will assist with planning your ceremony, decorating the church, access into the church for rehearsal and wedding day, assisting with last minute details, and closing up the church afterwards. If you are using a professional consultant, all details of the ceremony at Christ Church are under the direction of the pastor and wedding coordinator. The wedding coordinator will also assist with the arrival of any outside vendors.

Audio: Our sound equipment is specially designed for our church and therefore has restricted access. Because of this, we have a sound technician to coordinate microphones, amps, music and other audio devices. The sound technician will need to be present during each session: the ceremony rehearsal, any other music rehearsals and the wedding ceremony. There will be an additional cost for the need of a sound technician.

Photography: To maintain the integrity of a religious ceremony, guests are not permitted to take pictures during the ceremony itself. Professional photographers are not permitted to take flash photos during the service or to be in the Chancel area during the ceremony. Professional video photography is allowed providing that additional lighting is not required. Family photos may be taken before or after the ceremony.

License: The marriage license should be obtained from the Recorder of Deeds at least a week before the wedding. The pastor will need to see the license at the rehearsal to make sure there are no problems the day of the wedding.

General Information:

- We will do all we can to prepare the buildings and grounds to be clean, respectful and a special place for your wedding. Please return this respect as this is where we worship and praise God.
- Christ Church is a tobacco free environment and we request that any use of tobacco be limited to the parking lot.
- Alcohol use is limited to Hoffman Hall and only when the caterer is there. Guests and members of the wedding party that exhibit excessive consumption of alcohol may be requested to leave the premises by the pastor or other church representative.
- Confetti and rice are not permitted on church property. Bubbles or flower petals may be used outside. Please use artificial petals inside if using a flower child as real ones will stain our carpet.
- There is a nursery that would be available for your use, however, you must provide the babysitter.
- Your printed program can be designed by our Communications Coordinator, Michele Wright, for a cost or you may provide one yourself. The wedding coordinator can provide you with several examples.
- Please consider using products that are reusable or made from recycled materials. We have blue recycling trash bins for recyclable materials throughout the church. Thank you!

Alcohol Responsibilities

Beer, wine, and distilled spirits are a drug that can drastically impair a person's physical reactions and mental stability. Even legal consumption can result in dangerous situations.

Christ Church UCC understands that consumption of alcohol can be a minor part of celebrating life events. We support this but the event should not exist as an avenue to drink alcohol.

As the signer of the event form, you are stating to Christ Church UCC that alcohol is a minor part of your event. If this is determined not to be the case any deposits will be forfeited and fees may be imposed.

The legal age for alcohol in the state of Kentucky is 21. If your event will have people attending under that age, Christ Church UCC requests that you discuss with them that any consumption, however obtained, of alcohol is illegal and they risk possible arrest. As the event form signer, you may be arrested also for providing alcohol to minors.

As the Event Form Signer, I understand my responsibility during this event to prevent alcohol abuse and illegal consumption.

Event Form Signer: _____ Date: _____

Full & Final Release

Covering all Claims or Rights Of Action of Every Description, Past, Present or Future

For and in consideration of the lease and use of Hoffmann Hall and Christ Church United Church of Christ property, the Responsible Party does hereby for himself/herself, his/her guests and invitees, hereby acknowledge being of lawful age, for myself/ourselves, my/our heirs, release, acquit and discharge the said Christ Church United Church of Christ, its council, members, ministers, staff and employees and all others persons, firms and corporations, and their action, claim and demands of whatsoever kind or nature on account of any and all known and unknown injuries, losses and damages by me/us or my/our property, our guests and invitees, as a result of an directly or indirectly arising out of the use/lease/rental of the Christ church United Church of Christ premises located at South Ft. Thomas Avenue, Ft. Thomas, KY 41075.

It is expressly understood and agreed that this release is intended to cover and does cover, not only all now known injuries, losses and damages, but any future injuries, losses and damages not now known or anticipated but which may later develop or be discovered, including all the effects and consequences thereof arising from the lease/rental of the Christ Church United Church of Christ premises.

And I/We hereby declare that I/We fully understand the terms of this Release.

It is agreed and understood that the Responsible Party hereby expressly stipulate and agree, in consideration of the aforesaid opportunity to use/lease/occupy and rent the Christ Church United Church of Christ property to fully indemnify and hold harmless the said Christ Church United Church of Christ council, its ministers, its members, staff and employees, against loss from any claims, demands or actions that may hereafter at any time be made or brought against the Christ Church United Church of Christ, its ministers, council, members, staff and employees, by anyone or any company or supplier, on account of any injuries, accidents, property damage, wrongful death or any other claim that arises directly or indirectly from the use/lease/rent or occupancy of the premises.

The undersigned understands that the parties hereby released accept no liability of any sort by reason of said lease/rent/use and occupancy of the premises. The undersigned hereby declares that the terms of this lease/rental use agreement have been completely read and are fully understood and are voluntarily accepted.

The lease/rental/ use occupancy agreement and Release With Indemnity Agreement contains the entire agreement between the parties hereto and the terms of this document are contractual in nature and not a mere recital. We further state that we have carefully read the foregoing Release With Indemnity Agreement and the contents thereof and we sign the same as our own free act.

Witness my hand this ____ day of _____ 20____

Responsible Party _____ Print Name _____

State of Kentucky, County of Campbell

Subscribed, sworn to and acknowledged before me by _____

this ____ day of _____ 20____.