

## WEDDING RENTAL CONTRACT FOR FIRST UNITARIAN LOUISVILLE

Please provide the following information:

	PRIMARY CONTACT	SECONDARY CONTACT
FULL NAME		
FULL ADDRESS		
PHONE		
EMAIL		
ORGANIZATION		
EVENT NAME		
PRICING TIER	CIRCLE ONE: <i>REGULAR</i> <i>MEMBER RATE</i> <i>CUSTOM/OTHER</i>	

\*\*(Event Name can be changed closer to the event and will be used on signage and on the public calendar.)

For the use of the event spaces(s) on the event date and time(s) stated below, a base rental fee of \$\_\_\_\_\_ will be charged and will include the items/equipment listed below.

EVENT DATE:	EVENT TOTAL HOURS:
RENTED EVENT SPACE(S):	
SET UP TIME:	__ 60" round tables
EVENT START TIME:	__ 72" x 30" rectangular tables
EVENT END TIME:	__ foldable metal chairs
WRAP UP TIME:	__ sanctuary chairs
REHEARSAL / PRIOR DAY SET UP:	(when available, extra charge)

A deposit of fifty percent (50%) is needed to confirm the event date and space(s). The total remaining balance will be due thirty (30) days prior to the event date. Cash, check, and credit cards are accepted. A convenience fee (3%) may be charged for processing electronic payments. Checks should be made out to First Unitarian. Additions made after this contract is signed are due 30 days prior to event date (addition of rehearsal or set up time, use of church equipment, etc.) Deposits are non-refundable.

CLIENT / RENTER: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged by First Unitarian Louisville KY: \_\_\_\_\_ Date: \_\_\_\_\_

RENTAL 1st Payment	DATE:	AMOUNT:	METHOD:
RENTAL 2nd Payment	DATE:	AMOUNT:	METHOD:
SECURITY DEPOSIT	DATE:	AMOUNT:	METHOD:

*FIRST UNITARIAN CHURCH OF LOUISVILLE 809 South 4th Street, Louisville, KY 40203*  
[office@firstulou.org](mailto:office@firstulou.org) 502-585-5110 OR [weddings@firstulou.org](mailto:weddings@firstulou.org) 502-890-8191

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### RESPONSIBILITIES OF THE RENTER INCLUDE:

The individual who signs the Rental Contract is responsible for the care of the building and church property for the duration of the contract. This is true for members, non-profit, and regular rentals. Exterior doors may not be propped open during loading / unloading or during the event.

Renters are responsible for the use of the space(s), handling building entry by vendors and guests, and securing the building after the event, including restoration to original condition. Renters must have a representative present during the full event, including setup and tear down. Only rooms reserved in your rental agreement may be used. Renters and members must keep all doors closed and locked at all times. Plan on having a designated person or team to welcome guests and assist vendors.

Renters, including members, are expected to leave the rooms and exterior premises in the same condition in which they found them, including floors, countertops, and furniture. Any cleaning required after the event by the church will result in an additional charge.

No nails, thumbtacks, screws, or tapes may be used to attach decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or to the windows in the entry area. This includes the movable wall between the sanctuary and social hall. Any decorations brought in by the renter must also be taken out by the renter. If candles are used, a protective covering underneath is required and all candles must be extinguished when no longer in use. All flames must be enclosed, no open flames are permitted.

The use of glitter, confetti, rice, birdseed, or any similar material is prohibited inside the building. Outside use is restricted to biodegradable materials such as birdseed. No sparklers or pyrotechnics are allowed on the property, including in the parking lot, campus garden areas, or near exits.

First Unitarian Church is a NON-SMOKING facility. Animals, other than service animals, are not permitted in the building without prior written approval. No guns or weapons are permitted on the premises. All fire exits must remain clear and no decorations may block sprinklers, alarms, exits, etc.

One-time renters may request to rent key fobs for access to the building at the time of their final payment and make appropriate arrangements to pick them up prior to the event. A deposit may apply. The church is not responsible for the loss or damage to cars or contents, or to any decorations or other items left unattended by the renter.

Caterers must provide a certificate of insurance or have one on file already no later than 30 days before the event. Alcohol service is allowed with a licensed bartender and a certificate of insurance on file. Ask for requirements when signing contract.

A \$300 breakage/cleaning deposit is required unless waived in writing at the time of the contract. Additional security fees may apply with use of piano, organ, sound system or projector systems.

**CANCELATION POLICY:** Deposits are non-refundable. Cancellations prior to 30 days before the event waive the final balance. The full balance is due if cancellation occurs less than 30 days before the event.

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# WEDDING RENTAL CONTRACT FOR FIRST UNITARIAN LOUISVILLE

## WEDDING EVENT WORKSHEET

**PACKAGE ONE:** Choose one event space and two of the ready rooms from the list below. Full access to only those spaces for three hours total. Starting at \$550 base. Kitchen is additional.

PICK ONE:	PICK TWO:
Sanctuary	Bridal Suite (choir room / bathroom)
Social Hall	Parlor
Courtyard (outside)	Library

**PACKAGE TWO:** Main floor rooms, kitchen included + large second floor Bridal Suite access. Full access to between 8A - 11P includes use of courtyard. Starting at \$1500 base rental rate.

INCLUDES FULL USE OF	
Sanctuary	Bridal Suite (choir room / bathroom)
Social Hall	Parlor
Courtyard (outside)	Library
Grounds (front yard / side yard)	Kitchen

**CUSTOM:** custom packages are available for small parties wishing to use one or more of the “ready rooms” to perform the ceremony and host the reception. Access is priced in 3 hour time blocks and the kitchen is extra. Sunday dates may be available for afternoon events at a reduced rate..

**ADDITIONS:** *(can be paid with the 30 day final payment)*

	PIANO (plus first right of refusal for staff musicians)	\$250
	ORGAN (plus first right of refusal for staff musician)	\$250
	PULPIT WITH SOUND SYSTEM (includes staff)	\$300
	BUILT IN PROJECTION SYSTEMS (includes staff)	\$150
	OFFICIANT Package (minimum charge, depends on package chosen)	\$250
	REHEARSAL or PRIOR DAY SET UP HOURS (when available) includes staff	\$150 / hr
	DECOR / WALL OPENING / ROOM LAYOUT CHANGE	\$60 - \$150
	KITCHEN (as add on to Package One or Custom Package)	\$60

NOTE: There is no charge for the space used for weddings for active members of First Unitarian. Rehearsal/Set up, additions fees, Security Deposits, etc. may apply when members are using the space. Always pay the officiant + musicians appropriately.

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## VENDOR WORKSHEET

TYPE OF VENDOR	COMPANY	EMAIL	PHONE
CATERER			
BARTENDER			
INSURANCE			
FLOWERS			
BAKERY / CAKE			
DECOR			
DJ			
OFFICIANT			
MUSICIAN(S)			
COORDINATOR			
OTHER			

**SANCTUARY ORIENTATION:** \_\_\_\_\_

**NOTE:** IF you are having anything delivered to the church for your event, the staff of the church must schedule the delivery or provide you access to the building via your fob. This must be pre-arranged as there our building is not staffed at times that deliveries are commonly made and our volunteers may not accept unexpected deliveries.

NO ITEMS (including rental dishes) maybe left at the church after your event. Vendors must take all food, dishes, alcohol, etc with them at the end of your event.

Special event insurance (also known as one-day event insurance) can help protect renters from financial loss for a specific occasion, such as a wedding. It can cover your costs in case you unexpectedly need to cancel, or if you're found responsible for property damage or injuries that occur during the event. We don't require it, but we do recommend you understanding your liability and making smart choices!

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