

FIRST PARISH UNITARIAN UNIVERSALIST CHURCH
114 Main Street, PO 235
Kennebunk, Maine 04043
207-985-3700

CONTRACT FOR WEDDINGS / HOLY UNIONS

We, _____ agree to pay to the First Parish Unitarian Universalist Church the total sum of \$400 for the use of the Church Sanctuary on (date) _____. We will be using the sanctuary and other church facilities from (time of day) _____ until _____. The sanctuary fee includes rehearsal and the services of a wedding coordinator for 4 hours.

We understand that one half of this total amount is due immediately in order to secure the date and time of the ceremony. We agree that the balance is due before the wedding / holy union rehearsal. Checks should be made out to First Parish Unitarian Universalist Church or FPUU Church.

Additional fees are:

Sexton Services: (opening the building, sound system, assisting the minister, etc.): \$60 for the first four hours and \$15 for each additional hour up to \$105. Check should be made out to the Sexton.

Janitorial Fees: If the space is not left as it was found, fee \$35 will be charged

These fees will be paid at the time of the wedding.

Signed

Date

Signed

Date

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CONTRACT for WEDDINGS / HOLY UNIONS -- Minister

Rev. Carol E. Strecker will be officiating at our wedding / holy union on (date and time)_____. In return for that service, we agree to pay the total sum of \$350 (including rehearsal). Checks should be made out to Rev. Carol Strecker.

In order to reserve Rev. Carol E. Strecker's time for our ceremony, we will pay one-half of this total amount immediately. We agree that the balance is due before the wedding / holy union rehearsal.

Signed

Date

Signed

Date

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FEES FOR WEDDINGS / HOLY UNIONS

Sanctuary

Sanctuary use	\$ 400.00	(Includes rehearsal, and the services of a wedding coordinator for 4 hours)
Custodial services	\$ 35.00	(If the building is not left as it was found)
Event sexton	\$ 60.00	(For the first 4 hours, \$15 for each additional hour)

Parish Hall/Parlor

Building use	\$ 100.00	
Custodial services	\$ 35.00	(If the building is not left as it was found)

Minister

Includes rehearsal	\$ 350.00	
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Organist/Pianist

Please check with the musician of your choice for information on fees.

IMPORTANT: Checks for the Minister, the Sexton and your musician should be made out directly to them. The check for the building use should be made out to the First Parish Unitarian Universalist Church and mailed to P.O. Box 235, Kennebunk, ME 04043-0235.

Please keep in mind that this lovely and historic building is our Church home. Nails, tape or tacks should not be used on the pews, woodwork, or furnishings. Floral arrangements and decorations should be placed to avoid damaging furniture, woodwork or fixtures.

Please direct your questions about church use to our Administrative Assistant at
207-985-3700.

**General Guidelines for use of
FIRST PARISH UNITARIAN UNIVERSALIST CHURCH
114 Main Street, PO 235
Kennebunk, Maine 04043
207-985-3700**

1. NO SMOKING in the building at any time.
2. NO FOOD in the Sanctuary at any time.
3. Liquor is allowed with proof of insurance. More information is available.
4. Overnight use is conditional. It requires 4 day advance notice and is conditional on Board approval.
5. Leave the building in the condition in which you found it. Additional janitorial clean-up will be billed to you.
6. The Church reserves the right to refuse rental to any person or group.
7. In case of an emergency, such as a power failure, loss of heat, plumbing, phone numbers can be found in the kitchen by the telephone.
8. Please note for your safety, exits are clearly marked, fire extinguishers are clearly marked throughout the building, and the fire escape ladder is located on the left side of the pulpit in the side pews.
9. Please park to the rear of the church, away from the library. Kennebunk Savings Bank allows us to use their main and lower parking lots during non-banking hours.