

**CONTRACT FOR WEDDINGS  
FIRST PARISH UNITARIAN UNIVERSALIST CHURCH  
KENNEBUNK, MAINE**

We, \_\_\_\_\_ agree to pay to the  
First Parish Unitarian Universalist Church the total sum of \$400 for the use of the  
Sanctuary on (dates)\_\_\_\_\_.

We will be using the sanctuary at the following times:

Rehearsal time: \_\_\_\_\_ to \_\_\_\_\_

Ceremony time: \_\_\_\_\_ to \_\_\_\_\_

We will be using other church facilities at the following times:

Room: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

We understand that *one half* of this total amount is due immediately  
in order to secure the date and time of the ceremony (this deposit is non-  
refundable).

We agree that the balance is due *before* the wedding rehearsal. Checks  
should be made out to First Parish Unitarian Universalist Church or FPUU  
Church.

**Additional Fees:**

- . Church Wedding Coordinator (liaison, organizing, preparing bldg.,  
receiving flowers, assisting at rehearsal and ceremony) = \$75 for  
first 4 hours, \$15 for each additional hour.
- . Sexton services (sound system, assisting the minister etc.) = \$60 for  
first 4 hours, \$15 for each additional hour.
- . Tech Support Specialist (if necessary) = \$60 for  
first 4 hours, \$15 for each additional hour.
- . Janitorial fees: If the space is not left as it was found, \$35 will be charged.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## INFORMATION FOR USE OF THE CHURCH FOR WEDDINGS

### Sanctuary

Sanctuary use	\$400
Church Wedding Coordinator	\$75 for 4 hours (\$15 for each additional hour)
Event Sexton	\$60 for 4 hours (\$15 for each additional hour)
Tech Support Specialist (if necessary)	\$60 for 4 hours (\$15 for each additional hour)

### Parish Hall/Parlor (suitable for receptions)

Room use	\$100
Janitorial services	\$35 (if the building is not left as it was found)

### Minister

Includes rehearsal	\$350
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### Organist/Pianist (if desired)

Please check with the musician of your choice for information on fees. We would be happy to refer you to *our* Music Director.

### IMPORTANT:

Checks for the Minister, your Musician, and the Church Wedding Coordinator, and Sexton & Tech Specialist should be made out directly to them.

Checks for the building use should be made out to First Parish Unitarian Universalist Church and mailed to 114 Main Street, Kennebunk, ME 04043.

Please direct any questions to the church Wedding Coordinator, or to our Administrator at (207) 985-3700.

## **GENERAL GUIDELINES FOR USE OF BUILDING**

1. NO SMOKING in or around the building at any time.
2. NO FOOD in the Sanctuary at any time.
3. NO ALCOHOLIC BEVERAGES
4. Overnight use is conditional, requiring 4 days' advance notice and Board approval.
5. Leave the building in the condition in which it was found. Otherwise, an additional janitorial clean-up fee will be billed to you.
6. The Church reserves the right to refuse rental to any person or group.
7. In case of emergency, such as a power failure, loss of heat, plumbing, contact 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, fire escape ladder is located on the left side of the pulpit in the side pews.
9. PARKING. Please park to the rear of the church, away from the Library. Kennebunk Savings Bank also allows us to use their main and lower parking lots during non-banking hours.
- 10.** Please keep in mind that this lovely and historic building is our Church home. Nails, tape or tacks should not be used on pews, woodwork, or furnishings. Floral arrangements and decorations should be placed to avoid damaging furniture, woodwork or fixtures.