



# Wedding Information

*Neighborhood Unitarian Universalist Church*

301 N. Orange Grove Blvd. Pasadena, CA 91103

[www.neighborhoodUU.org](http://www.neighborhoodUU.org)

# Ceremony & Reception Fees

## Ceremony Only

Ross Chapel	\$1,000.00
Sanctuary	\$1,000.00
Garden	\$1,200.00
Courtyard	\$1,200.00

## Reception Only

Ross Chapel	\$1,500.00
Sanctuary	\$2,000.00

We offer a 10 % discount on a combination Ceremony & Reception rental.

## Day of Coordinator (Optional)

Ceremony Only	\$ 350.00
Reception Only	\$ 350.00
Ceremony & Reception	\$ 500.00

## Capacity

Ceremony		Reception	
Ross Chapel	100	Ross Chapel	50
Sanctuary	150	Sanctuary	150
Garden	150		
Courtyard	150		

Duration of Events: Ceremonies are booked for 2 hours. Receptions are booked for 5 hours. Combination ceremony & receptions are booked for 6 hours total. We allow up to 2 hours of set-up time prior to your event and one hour for clean-up purposes.

# Included:

## Ceremonies:

1 hour rehearsal (depending on the Church's availability)  
Dressing Room  
Microphone  
Chairs (150 upholstered fabric chairs indoors, 150 folding chairs outdoors)  
Access to restrooms  
Access to parking lot and street parking  
Use of the garden for photography before and after the event  
Custodial services for restroom cleaning

## Receptions:

Use of either the Sanctuary or Chapel kitchen  
15 – 48” round tables  
20 – 6’ rectangular tables  
3 trashcans

# Not Included:

Minister  
Florist  
Musicians  
Caterer/Linens/Dishes  
Chair covers  
Decorations  
Photographer  
Wedding Planner  
Aisle Runner  
Additional equipment (tables, chairs, dance floor)  
Marriage license  
Any other item not listed above in the included section

# Weddings & Special Event Policies

We are pleased you are having your special event here at Neighborhood Unitarian Universalist Church. We offer an environment and event policies that are free of many traditional boundaries. The following policies help ensure that your event runs as smoothly as possible and church facilities are protected. Please take a moment to review these guidelines and make sure your entire event team has copies and is fully aware of what is expected.

**DAMAGE DEPOSIT:** We require a \$500.00 deposit for all events, which is used to cover any damages that may occur to church property during your event or extended hours that may require our staff to work additional time. Please remind your caterer/event managers that you have a deposit on file and to keep in mind that you are accountable for any and all damages.

**CHECK IN/OUT TIMES:** Check in for special events/weddings is two hours prior to the start time of the event. It is your responsibility to tell all vendors of their earliest arrival time. **For evening events, check out is 11:00PM.** This means cleanup **MUST** begin no later than 10:00PM for all evening events in order to have the facility cleaned and vacated on time. Abuse of this policy will result in a reduction in damage deposit refund.

**LOADING:** Loading of catering equipment, decorations, and rental equipment **must be done through the front entrance of the campus via the parking lot.**

**CAMPUS KITCHENS:** Please make sure all counters and surfaces are thoroughly cleaned, floors are mopped, all food is removed, and nothing is left in the refrigerator before leaving. Food can be donated, but we must know about your request to do so in advance and your caterer must use their own containers to leave donated food behind. Trash, food items, and bottles and cans should be tied up and secured inside heavy duty liners.

**ALCOHOL:** Beer and wine are allowed for receptions. No hard alcohol.

**LITTER:** You are responsible for making sure that the campus (garden and patio areas, as well as sidewalks and driveways and gutters) are free of glasses, plates and other items upon departure. It is highly advised that someone in your party be designated, in advance, to sweep the campus area before departure to check for any trash or other items and remove them.

**MOVING SANCTUARY FURNITURE:** The pulpit, choir chairs, and piano can be cleared for events; however, this must be done by church staff and arrangements for doing so need to be done in advance. The organ is stationary and absolutely **NO DRINKS OR FOOD** are to be put on top of it. It can be covered with cloth or something soft for events, but should not be used to store anything with water or food inside of it. Signage or non-edible items may be allowed, provided they are not heavy or threaten to damage the top of the organ.

**MUSIC:** Because the garden is situated in a residential area, **all outdoor music must be kept at a reasonable volume and must be turned off by 7:00PM.** Please coordinate these times with your musicians before you make final arrangements with them.

**DECORATIONS:** We do not allow rice, balloons, glitter, or confetti on the grounds. Butterflies and bubbles are welcome outdoors. Fishing line or pipe cleaners are permitted. Candles are permitted as long as the candle is inside glass and the glass is 2" above the flame. Decorations may not be stapled, nailed or glued to walls, however temporary painting tape is permitted. All decorations must be removed at the end of the event.

**DELIVERIES:** Neighborhood Church will not be responsible for gifts, personal property or supplies belonging to the wedding party or vendors. All deliveries need to be arranged in advance and must be picked up the same day.

**GROUNDS MAINTENANCE:** Neighborhood Church takes pride in the natural beauty of the campus. Landscapers provide weekly maintenance including mowing the lawn, trimming hedges, weeding and blowing sidewalks. Unfortunately, in rare cases, environmental factors may impact the grounds unexpectedly, such as heavy winds or a drought. Every effort will be made to clean the campus as timely as possible, but no guarantees that the campus will look perfect can be made.

**REHEARSALS:** Your ceremony includes a one-hour rehearsal. This must be scheduled at least 30 days before your event. Rehearsal time must work with the availability of the church's event calendar. Please have everyone involved in the rehearsal meet on time so that you do not go over your one-hour limit.

**WEDDING COORDINATOR:** A Day of Coordinator is available for an additional fee. If the client does not choose this option, it is their responsibility to hire their own coordinator/event manager. We do not provide staff for the rehearsal. We do have custodial staff available the day of the event.

**CLIENT CANCELLATIONS:** A non-refundable 50% deposit is required when signing the contract. The balance and \$500 damage deposit are due 30 days before the event. If the event is cancelled less than 30 days before the event, only the \$500 damage deposit will be refunded. Any cancellation needs to be made in writing and sent to the Facility Coordinator.

**PARKING:** Our parking lot is located in front of the church at 301 N. Orange Grove Blvd. There are several handicapped spaces available. The lot tends to fill early. Drive north through the lot and park on Westmoreland Place or there is street parking available on both Orange Grove Blvd. and Walnut. Please do not park on Arroyo Terrace.

**DAMAGED/MISSING PROPERTY:** Damaged and/or missing property is the responsibility of the client and will be deducted from the damage deposit. Any damage over this amount will be billed and must be paid in full within 30 days of cost estimate receipt.

**CHURCH CANCELLATIONS:** We reserve the right to cancel an event if the client fails to comply with any provision listed in this policy, in an emergency, or if the facility is unsafe for guests. Under such circumstances, a representative from the church will contact the client.

I/We have read and agree to the above policies and understand that the agreement is not valid until a signed copy is received by Neighborhood Church.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Neighborhood Church Facility Coordinator

\_\_\_\_\_  
Date

# Day of Coordinator

*\*\* Optional and an additional fee \*\**

## *What to Expect From Your Day of Coordinator:*

Organize and lead rehearsal (processional and recessional)  
Greet and direct vendors to event site  
Oversee church equipment set-up  
Coordinate timing for sequence of events  
Direct processional & cue musician  
Work with the custodian regarding any issues that arise  
Unlock/lock designated areas & turn lights on/off  
Supervise the clearing of location

## *Day of Coordinator is NOT responsible for:*

Any planning that is not part of your event at the church  
Money transactions for vendors  
Contacting vendors about changes  
Accepting rental deliveries or pick-up  
Set-up or clean-up of personal items (décor, favors, programs, etc.)

## *Day of Coordinator Fees:*

Ceremony Only: \$350  
Reception Only: \$350  
Ceremony & Reception: \$500

# Event Photos

