



# NEIGHBORHOOD UU CHURCH

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



# 2023 Wedding Packet

Neighborhood Unitarian Universalist Church  
301 N. Orange Grove Blvd. Pasadena, CA 91103  
[www.neighborhoodUU.org](http://www.neighborhoodUU.org)

# Event Fees

## Ceremony Only

Ross Chapel	\$1,000
Sanctuary	\$1,000
Garden	\$1,200
Courtyard	\$1,200

## Reception Only

Ross Chapel	\$1,500
Sanctuary	\$2,500

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

## Capacity

Ceremony		Reception	
Ross Chapel	120	Ross Chapel	50
Sanctuary	150	Sanctuary	125
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 1 hour for clean-up purposes.

# What the event fee includes:

## **Ceremonies:**

- 1 hour rehearsal (depending on the Church's availability)
- Dressing Room
- Microphone
- Chairs (150 upholstered fabric chairs indoors, up to 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
- 15 – 6' rectangular tables
- 150 white folding chairs
- 3 trashcans

## **What is NOT Included:**

- Coordinator/Planner
- Minister
- Florist
- Musicians
- Caterer/Linens/Dishes
- Chair covers
- Decorations
- Photographer
- 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 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. Check out time is 1 hour after the event. Abuse of this policy will result in a reduction in damage deposit refund.

**LOADING:** Loading of equipment, decorations, and rentals **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. Sanctuary stove and heating ovens must be cleaned and turned off completely before checking out. Trash, food items, and bottles and cans should be tied up and secured inside heavy duty liners. Fully secured trash bags must be placed inside the large trash dumpster. If the dumpster is full, secured heavy duty trash bags may be set next to the dumpster.

**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 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.

**MUSIC:** Because the garden is situated in a residential area, all outdoor music must be kept at a reasonable volume.

**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.

**EVENT STAFF:** Neighborhood Church DOES NOT provide a wedding planner or coordinator. It is highly encouraged the client hires their own coordinator. The church does provide custodial staff whose responsibility includes restroom cleaning and being on site for emergencies. You are responsible for the clean up of your belongings.

**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 \_\_\_\_\_