NEIGHBORHOOD UU CHURCH

www.neighborhoodUU.org

2025 Wedding Packet

Neighborhood Unitarian Universalist Church
301 N. Orange Grove Blvd. Pasadena, CA 91103
www.neighborhoodUU.org

Event Fees

At this time, we only offer ceremonies, no receptions.

Ceremony Only

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

Capacity

Ross Chapel	100
Sanctuary	150
Garden	150
Courtyard	150

Duration of Events: Ceremonies are booked for 2 hours. We allow up to 2 hours of set-up time prior to your event and 1 hour for clean-up purposes, for a total of 5 hours.

What the event fee includes:

1 hour rehearsal (depending on the Church's availability)
Dressing Room (see below for picture)
Microphone
Chairs (150 upholstered fabric chairs indoors, up to 150 white 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

What is NOT Included:

Minister*
Coordinator/Planner
Florist
Musicians
Chair covers
Decorations
Photographer
Aisle Runner
Marriage license

*Our ministers or officiants are provided separately for an additional fee. They create a special ceremony just for you that reflects your story and your values.

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.**

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 responsibly 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 Special Event Manager

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

Photos

Dressing Room located in the historic Cole House

Ross Chapel

Garden

You can view more photos from past events HERE