

SANCTUARY RENTAL AGREEMENT

UNITED CHURCH OF GRANVILLE
115 W. Broadway
Granville, Ohio 43023
(740) 587-0336

We are delighted to share our beautiful, historic sanctuary for your special event. We welcome both members and non-members of the church to exchange vows of commitment here. To learn more about our congregation, please visit www.unitedchurchgranville.org.

The **Basic Ceremony Fee of \$1,000** includes the following:

- ❖ Use of the main church building for up to two hours for rehearsal the day before, and four hours the day of your ceremony
- ❖ Separate private spaces for the various parties to change clothes and relax prior to the ceremony, including separate restroom access
- ❖ Church Wedding Representative present to open and close buildings for rehearsal and ceremony, and to be available during both events from start to finish to assist the ceremony participants as needed
- ❖ Audio Technician, present during rehearsal and ceremony to manage sound equipment
- ❖ Custodian, present on the wedding day from open to close, responsible for set-up, clean-up and physical plant needs
- ❖ Piano and organ are available for use by trained musicians, and our church music director may be available to play for an additional cost.

The **Basic Ceremony Fee** does not include reimbursement for the officiating pastor or musicians. These payments are to be arranged individually by the couple. Any ordained and licensed clergy may officiate weddings here. Union Ceremonies may be conducted by the person of your choosing. Our regular church music director may be available to play organ or piano, or to make suggestions for you. If you need the building to be opened outside of the four hour allotment on the day of your ceremony, additional fees will be charged.

Deposit

A \$100 non-refundable deposit is required for us to hold the event date on the church calendar. The remainder of the fee is due to the Church Administrator one week prior to your event date.

Important Guidelines

- The sanctuary can comfortably seat up to 350 guests in pews.
- Decorations may be affixed to pews only as approved by the Church Wedding Representative. If you want to keep decorations or flowers after the ceremony, please arrange to have them removed before we lock the building.
- The church is a smoke-free facility.
- Our beautiful building was erected in 1883 and the sanctuary is not air-conditioned. The Chapel area, kitchenette and Nursery Room have been updated and ARE air-conditioned. Please take this into consideration for summer events.
- Throwing rice or confetti is not permitted anywhere on church property. (Consider bubbles or birdseed instead.)

Assigning people to perform specific functions will help your ceremony go smoothly. (These tasks are not provided by church personnel.)

- ✓ Guest book attendant
- ✓ Candle lighters (Unity candles are not provided)
- ✓ Ushers
- ✓ Printed programs (The church can print these for an additional charge with advance notice.)
- ✓ Someone assigned to move flowers to the reception and gather up decorations.

PARKING & ACCESS:

United Church of Granville does not have a parking lot, nor reserved spaces on the street. There is a driveway to the west of the main church building which allows access to an entrance directly into the sanctuary at the southwest corner. This is the only ground level building entry. We have two handicapped accessibility parking spaces there, as well as one at the entry to the driveway. We share this driveway with our neighbor and tenants of the Annex offices, and have to be careful not to block access to the driveway. Limousines and other vehicles may idle in the driveway with the driver present for short periods of time. Please check with the Village of Granville (740-587-0707) to see what scheduled public events might impact the use of the public street parking spaces at the time of your ceremony. The Village may agree to post signage the day of the ceremony to hold some spaces in front of the church for people involved with your service. The more advance notice to the Village, the better!

RECEPTIONS:

Two reception areas are available to you for an additional charge. These include the chapel in the main building and the gymnasium in the annex next door to the sanctuary. Included with rental of the sanctuary is the use of the Chapel area for light use as a lounge for your participants before the ceremony. Extended use of the Chapel will require an additional fee, as will table and chair set up. Please note that both reception areas must be vacated no later than 11pm to allow time for our staff to clean before Sunday worship services.

Julie Reiswig, Church Wedding Representative

Louise Gemmell, Church Administrator

Rev. Dwight Davidson, Minister

SANCTUARY RENTAL CONTRACT for United Church of Granville

PARTICIPANT #1: _____ Phone: _____

Address: _____

E-Mail: _____

PARTICIPANT #2: _____ Phone: _____

Address: _____

E-Mail: _____

OTHER CONTACT: _____ Phone: _____

Address: _____

E-Mail: _____

OFFICIANT: _____ Phone: _____

E-Mail: _____

Ceremony Date: _____ Time: _____
Time needed: _____ to _____ Anticipated number of guests: _____
Rehearsal date: _____ Time needed: _____ to _____

I have read and agree to the items set forth in the Sanctuary Rental Agreement.

Participant #1 signature: _____ DATE: _____

Participant #2 signature: _____ DATE: _____

Church Administrator signature: _____ DATE: _____

TOTAL FEES DUE: _____ DEPOSIT PAID: _____ DATE: _____

REMAINING DUE: _____ DUE DATE (one week prior to ceremony): _____