

RENTAL APPLICATION AND AGREEMENT

Completed form must be returned to the church in order to secure your date & time

All scheduling for use of the church should be made through our Wedding Coordinator

Essexfirstuniversalist@gmail.com

978-768-3690

GENERAL INFORMATION

NAME: _____	NAME: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____
ADDRESS: _____	ADDRESS: _____
ZIP _____	ZIP _____

OFFICIATING MINISTER: _____

WEDDING DATE: _____, 20__	REHEARSAL: _____, 20__
TIME: _____	TIME: _____

FEES

A Non-Refundable Deposit is due at the time you confirm your wedding ceremony date and time. The sanctuary rental fee is due no later than 2 weeks before the scheduled date. Your checks should be mailed to The First Universalist Church of Essex, 59 Main Street, Essex, MA 01929. You must make your own arrangements to pay our Wedding Coordinator, Sexton, Minister, and Musician.

Church Fees		Your Fees
Use of sanctuary (for wedding & 1-hour rehearsal)	\$300*	\$300*
Sexton for ceremony and 1-hour rehearsal	\$100**	\$100**
Wedding Coordinator	\$100**	\$100**
Minimum Fee	\$500	\$500

Minister Fees (for Rev Eva Cameron)		
Ceremony only	\$400**	
Ceremony and Rehearsal	\$450**	

Music Fees (Choose One)		
Pianist plays Ceremony only	\$250**	
Pianist plays Ceremony & Rehearsal	\$350**	
Pianist plays Ceremony and two (2) Rehearsals	\$450**	
Full Service for wedding	\$500**	
	Total	

ACCEPTANCE AND AGREEMENT

I agree to be responsible for any loss or damage which may occur to our facilities and/or equipment of The First Universalist Church of Essex during my/our use of same.

_____	_____, 20__
Applicant's Signature	Date

_____	_____, 20__
Church Representative's Signature	Date