

# Wedding Packages

All packages have the option to purchase additional hours at \$100.00 an hour. The kitchen may be rented for full use at flat rate of \$75.00 and the piano may be rented for a flat rate of \$50.00

❖ **Ten hour packages include all items listed.** ↓

**Package 7**      **Ten hour package** **\$675.00**

- ♥ Hearth Room w/Kitchenette
- ♥ 2 classrooms
- ♥ Sexton Fee

**Package 6**      **Ten hour package** **\$1050.00**

- ♥ Pavilion
- ♥ Sexton Fee
- ♥ 2 classrooms
- ♥ Social Hall
- ♥ Kitchen for staging

**Package 5**      **Ten hour package** **\$1050.00**

- ♥ Hearth Room w/Kitchenette
- ♥ Sexton Fee
- ♥ 2 classrooms
- ♥ Social Hall
- ♥ Kitchen for staging

**Package 4**      **Ten hour package** **\$1250.00**

- ♥ Sanctuary
- ♥ Chancel Clearing
- ♥ Sexton Fee
- ♥ Social Hall
- ♥ Kitchen for staging
- ♥ 2 classrooms

❖ **Twenty hour packages include all items listed.** ↓

**Package 3**      **Twenty hour package** **\$1500.00**

- ♥ Pavilion
- ♥ 2 Class Rooms
- ♥ Sexton Fee
- ♥ Social Hall
- ♥ Kitchen for staging

**Package 2**      **Twenty hour package** **\$1500.00**

- ♥ Hearth Room w/Kitchenette
- ♥ 2 Class Rooms
- ♥ Sexton Fee
- ♥ Social Hall
- ♥ Kitchen for staging

**Package 1**      **Twenty hour package** **\$1800.00**

- ♥ Sanctuary
- ♥ 2 Classrooms
- ♥ Chancel Clearing
- ♥ Social Hall
- ♥ Kitchen for staging
- ♥ Sexton Fee

## **INSURANCE**

- You must obtain a Wedding or special event liability insurance policy with Oak Ridge Unitarian Universalist Church specifically named in the policy. The industry standard is \$1,000,000.00
- You must provide a copy of the certificate of insurance to ORUUC prior to the beginning of the rental period. Should an insurance claim be filed you agree to pay the cost of repairs not covered by the insurance settlement, including deductible amount.

## **INFORMATION FORM**

- Lessors must fill out the information form for the lease of Church Facilities. You must present a valid form of ID when completing the information form. This is where we get information about you and the event to create your lease.
- Contact the church office Monday - Friday from 9:00 a.m. until 3:00p.m for rental forms.
- Contact the church office for cancellations.

## **PAYMENT, DEPOSIT AND REFUND**

- A 25% down payment is required in order to get your event on the calendar.
- Final payment is due 30 days before your event.
- If you cancel before 30 days, you will receive a 100% refund. If you cancel within the 30 days, you will receive a 75% refund. If you cancel 5 days before your event, you will not receive a refund but can reschedule to any available day.
- Church memorial services have priority and may cause cancellation of a scheduled event. In the unlikely event, ORUUC cancels your event you will receive a 100% refund and the opportunity to reschedule your event.

## **GUIDELINES FOR BUILDING USE**

- All vehicles must be parked in a parking space. You may temporarily park in the circle drive for unloading and loading purposes only. The circle drive must not be blocked in the event of an emergency.
- Entry to the facility is restricted to the space you reserved. Entry to other areas is not permitted.
- Use of the Playground is at users own risk. Please follow posted playground rules.
- There is no smoking in any part of the building. Smoking receptacles are provided outside the building.
- No nails, tacks, tape or adhesives of any kind are to be affixed to walls, woodwork, pews, etc. in any part of the building. This includes florist tape. Plastic clamps may be used at ends of ribbon.
- Helium balloons or fog machines are not allowed.
- Clean up any food or drink spilled on the floor.
- It is your responsibility to remove your trash from the premises.
- Caterers will remove their equipment and their trash.
- Bulletin Board materials must be left in place. They may be carefully covered.
- Restrooms should be inspected and cleaned.
- Rules for the kitchen use are posted and must be followed.
- Do not remove books or literature from the pews.
- The piano is tuned. If it does not meet your standards, notify the Church office for the name of our appointed technician. We use a trusted professional.
- The building should be left in the same condition as you found it. Return chairs, tables and other items to their original space.
- Do not use any rice, confetti, rose petals, or anything else that might cause people to slip and fall. We recommend using birdseed or bubbles outside; nothing indoors.
- Do not allow cabling for sound or video systems to lie or hang across any walkway.
- Ensure that all candles have protective measures to prevent drippings.
- Please exercise good judgement and moderation when executing traditional champagne toasts.
- ORUUC has a history of sharing facility use with approved groups. Please respect our church home.

## **ALCOHOL POLICIES**

- Any renter wanting to serve alcohol at their event must have approval from the church administration and comply with the ORUUC alcohol policies and procedures as well as state and local laws and permits. Permits must be on file at ORUUC at least one week before the event.
- You agree to follow the Tennessee laws concerning age restrictions and prevention of intoxication.
- Non-Alcoholic beverages must also be served and displayed prominently.
- Food must be served during the event.
- Open containers of alcohol are not allowed in the parking lot or other areas beyond the space you have leased or the designated smoking area.
- Alcohol may not be sold.
- Remove any leftover alcohol from the premises after the event.

Oak Ridge Unitarian Universalist Church  
809 Oak Ridge Turnpike  
Oak Ridge, Tennessee 37830-6207  
865-483-6761  
Office@oruuc.org



## WEDDING

### FACILITY RENTAL APPLICATION

Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Event Contact Person \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Officiating Minister \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Wedding Package:  1     2     3     4     5     6     7

**Wedding Rehearsal/Dinner Date:** \_\_\_\_\_ **Wedding/Reception Date:** \_\_\_\_\_

↑↓

↑↓

Estimated number of participants: \_\_\_\_\_ Estimated number of participants: \_\_\_\_\_

All times must include your set up and clean up time.

#### Wedding Rehearsal/ Rehearsal Dinner

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

#### Wedding/ Reception

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

A 25% down payment must be paid up front before we can schedule your event and a wedding or special event liability insurance policy must be filed in the office within 5 business days of scheduling your event.

**PLEASE NOTE: In the unlikely event that a church function must be scheduled at the same time as your event (i.e. memorial service), we will notify you in advance so that you can make other arrangements.**

As the responsible representative of the requesting organization, I agree to comply with the GUIDELINES FOR BUILDING USE. If a check is returned for insufficient funds I will be responsible for all applicable fees. If the matter is not settled in a timely manner I understand my event may be taken from the schedule and my deposit maybe used to pay outstanding fees.

\_\_\_\_\_ I have been given the ORUUC Guidelines for Building Use and Alcohol Policy

Signature of responsible representative

Date

FOR CHURCH USE:

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Sound Person \_\_\_\_\_

Sexton \_\_\_\_\_ Safety \_\_\_\_\_

Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check box when entered on calendars.

**Package Price**

Package 7 \$675.00 \_\_\_\_\_

Package 6 \$1,050.00 \_\_\_\_\_

Package 5 \$1,050.00 \_\_\_\_\_

Package 4 \$1,250.00 \_\_\_\_\_

Package 3 \$1,500.00 \_\_\_\_\_

Package 2 \$1,500.00 \_\_\_\_\_

Package 1 \$1,800.00 \_\_\_\_\_

Piano \$50.00 \_\_\_\_\_

Kitchen \$75.00 \$ \_\_\_\_\_

Extra Hours \_\_\_\_\_ \$ \_\_\_\_\_  
Total Hours

**Rental Total** \$ \_\_\_\_\_ ⇨⇨⇨⇨⇨⇨⇨⇨⇨⇨ Balance Due by: \_\_\_\_\_

25% Down payment \$ \_\_\_\_\_ ⇨⇨⇨⇨⇨⇨⇨⇨⇨⇨ Due today

Payment amount\$ \_\_\_\_\_  Cash Check # \_\_\_\_\_ Date \_\_\_\_\_ Balance\$ \_\_\_\_\_

Payment amount\$ \_\_\_\_\_  Cash Check # \_\_\_\_\_ Date \_\_\_\_\_ Balance\$ \_\_\_\_\_

Payment amount\$ \_\_\_\_\_  Cash Check # \_\_\_\_\_ Date \_\_\_\_\_ Balance\$ \_\_\_\_\_