



FIRST PARISH CHURCH OF GROTON
 1 Powderhouse Road
 P.O. Box 457
 Groton, MA 01450
 (978) 448-6307
 office@uugroton.org

Wedding Service Request Form

Wedding Date: _____
 Time: _____
 Rehearsal Date: _____
 Time: _____

| PARTNER 1 | PARTNER 2 |
|-----------------|-----------------|
| Name: | Name: |
| Street Address: | Street Address: |
| City/State/Zip: | City/State/Zip: |
| Telephone: | Telephone: |
| E-Mail: | E-Mail: |

FACILITIES USE:

Check which facilities in the Meeting House will be used for your wedding:

| | |
|--|--|
| <input type="checkbox"/> SANCTUARY FOR CEREMONY <i>Security Deposit of \$100 Required</i> | <input type="checkbox"/> VESTRY & KITCHEN FOR INFORMAL RECEPTION (reception up to 3 hours) <i>Security Deposit of \$200 Required</i> |
| | <input type="checkbox"/> VESTRY & KITCHEN FOR FORMAL RECEPTION (reception up to 5 hours) (a reception is considered formal if a meal is to be served) <i>Security Deposit of \$200 Required</i> |

FACILITIES FEES:

Sanctuary for Ceremony — \$440.00 Vestry & Kitchen for Informal Reception — \$275.00
 Vestry & Kitchen for Formal Reception — \$550.00

PERSONNEL FEES:

First Parish Church of Groton (FPCOG) assumes that you will use our minister and organist for your ceremony unless you tell us otherwise when reserving your wedding date. **We do allow for substitutions should you desire to make your own arrangements** or should our minister and/or organist be unavailable on the date of your wedding. All substitutions must be approved by the FPCOG minister and/or organist. Note that the organist is entitled to request his customary fee even if you choose to use a third party.

The First Parish Church of Groton Sexton is required at all weddings.

| | | |
|----------|----------------------|-------------------------------|
| Minister | Reverend Elea Kemler | \$400.00 (includes rehearsal) |
| Organist | Shawn McCann | \$350.00 (includes rehearsal) |
| Sexton | Joe Spensor | \$175.00 (includes rehearsal) |

(Note: There is an additional charge for the sexton to oversee a reception. Contact the Office Administrator for rates.)

IMPORTANT: Your Security Deposit and this signed, completed form are required before your wedding date reservation can be confirmed. Please return your form as soon as you are certain you will have your wedding at the First Parish Church. We will hold your date for 60 days from the date of this mailing. Once the 60 days expires, availability is on a first-come basis.

To be Completed by Office: Security Deposit: \$ _____ Received: _____ By: _____
 Facilities Payment: \$ _____ Received: _____ By: _____

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FIRST PARISH CHURCH OF GROTON

PAYMENT OF FEES AND DEPOSITS:

Facilities Fees:

Facilities fees can be paid at any time but **MUST BE PAID 60 DAYS PRIOR TO YOUR WEDDING DATE**. Make your check payable to the First Parish Church of Groton (FPCOG) with Facilities Fee in the memo line and mail it to:

Attn. **Office Administrator**, First Parish Church of Groton, P.O. Box 457, Groton, MA 01450

Security Deposits:

Security Deposits are required for all weddings at First Parish. The Facilities Use section of this form indicates how much your security deposit will be and is dependent on the facilities you plan to utilize. Security deposits **MUST** accompany this form in order to assure that your wedding reservation is confirmed. **NO EXCEPTIONS**. Security deposits should be paid using a separate check from your facilities payment check. The security deposit will be held until after your wedding event. If no additional cleaning is required, no damage is done to church property, and all church rules followed, then the deposit check will be returned to you within 2 weeks following the event. Make your security deposit check payable to the First Parish Church of Groton (FPCOG) and mail it to:

Attn. **Office Administrator**, First Parish Church of Groton, P.O. Box 457, Groton, MA 01450

Personnel Fees:

THE SEXTON'S FEE IS DUE 60 DAYS PRIOR TO YOUR WEDDING DATE AND SHOULD BE PAID AT THE SAME TIME AS YOUR FACILITIES FEE PAYMENT. Make your check payable to the First Parish Church of Groton (FPCOG) with Sexton Fee in the memo line and mail it to:

Attn. **Office Administrator**, First Parish Church of Groton, P.O. Box 457, Groton, MA 01450

FEES FOR THE MINISTER AND THE ORGANIST SHOULD BE PAID DIRECTLY TO THE INDIVIDUALS AT THE WEDDING REHEARSAL. You can pay by check or by cash. Hand your payments to the personnel before the rehearsal begins please. If paying by check, please make your check payable directly to the individuals, not to the church.

Personnel fees listed on the reverse side are fees charged by First Parish Church of Groton personnel. If you substitute our personnel with a third party, you will pay the third party's fee, which may or may not be the same fee as that charged by FPCOG personnel.

OTHER UNDERSTANDINGS:

- The Sexton must be present at your ceremony (and reception, if applicable).
- If using musicians other than the FPCOG organist in your ceremony, these participants **MUST BE APPROVED** by the FPCOG Music Director. The use of pre-recorded music (CDs, tapes, etc.) is allowed only in special circumstances; approval for the use of pre-recorded music is at the discretion of the minister and organist.
- 1-1/2 hours are allotted for wedding rehearsals. 3 hours are allotted for wedding gatherings, the ceremony, and after-ceremony guest greeting and picture taking. An overtime charge will be assessed if more time is taken.
- A valid marriage license issued by a clerk of a city or town in Massachusetts should be given to the minister at the wedding rehearsal (if applicable).
- The applicant agrees to the fee schedules, terms, conditions, and understandings set forth above and further agrees to abide by all the rules and courtesies set forth in the *Buildings & Facilities Use pamphlet* (enclosed).

Partner #1: _____

Date: _____

Partner #2: _____

Date: _____