



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 <i>Security Deposit of \$200 Required</i>
<input type="checkbox"/> MEETING HOUSE FOR MORE THAN 30 MINUTES AFTER THE CEREMONY	<input type="checkbox"/> VESTRY & KITCHEN FOR FORMAL RECEPTION (a reception is considered formal if a meal is to be served) <i>Security Deposit of \$200 Required</i>

### FACILITIES FEES:

Sanctuary for Ceremony	— \$600.00	Vestry & Kitchen for Informal Reception	— \$150.00
Extra Time in Meeting House	— \$ 50.00	Vestry & Kitchen for Formal Reception	— \$300.00

(per 30 minute intervals)

### 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.** The Sexton acts as the church's liaison, helping the wedding party and guests with requests, questions, and coordination. She also opens the church, attends to housekeeping tasks, assists the minister, and rings the bell after the wedding ceremony.

Minister	Reverend Elea Kemler	\$400.00 (includes rehearsal)
Organist	Shawn McCann	\$350.00 (includes rehearsal)
Sexton	Mindy McGee	\$300.00 (includes rehearsal)
		\$25.00/hr. for receptions (informal & formal)

**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: \_\_\_\_\_

# Wedding Service Request Form

FIRST PARISH CHURCH OF GROTON

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## 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 check payable to the First Parish Church of Groton (FPCOG) and mail it to:

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

### Security Deposits:

Security Deposits are required for all events at the 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:

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

### Personnel Fees:

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

## OTHER UNDERSTANDINGS:

- At least one individual from the FPCOG must be present at your ceremony (and reception, if applicable). The sexton customarily serves in this capacity. If you plan a reception at the First Parish, there will be an overtime charge assessed for the sextons' services. Please contact the Office Administer for payment details.
- 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.
- 30 minutes are allocated after the ceremony for greeting guests and picture taking. If you plan to take more time than allocated, be advised that an overtime charge of \$50.00 per half-hour will be assessed.
- 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: \_\_\_\_\_