

First Congregational Church		
United Church of Christ		
1128 Pine Street, Boulder, Colorado 80302		
Non-Member Wedding Application		
Contact Information:	Office Administrator	julie@firstcong.net
Phone: 303-442-1787 (press)	Fax: 303-541-9736	Website: Firstcong.net
Betrothed Name and Address:		Betrothed Name and Address:
Phone:		Phone:
Email:		Email:
Future Address:		
Date of Ceremony:		Number of Guests Expected:
Time of Ceremony:		Opening Time for Flowers and Pictures:
Rehearsal Date:		Rehearsal Time:
Officiant performing the service (Guest officiants must be invited by the Senior Pastor):		
Organist:	Other Musical Arrangements:	
FEES for Minister, Room Rental, Sound Technician, Cleaning		
Church:	Please make checks payable to First Congregational Church Access to the church is granted 2 hours prior to the service and one hour after for pictures, etc.	
	Sanctuary:	\$ 1500
	Chapel:	\$ 750
	Damage Deposit:	\$ 200
	Damage Deposit:	Damage Deposit due with this form and will be refunded after the ceremony. Deposit will not be refunded in the event of cancellation. Access to the church is granted 2 hours prior to the service and one hour after for pictures, etc.
Ministers:	Please make \$500 check payable to the minister performing the service	

Custodian:	Custodial Fees will be determined by the wedding coordinator after the first meeting. It will range between \$75 and \$300 depending on the number of guests expected, material used in the ceremony, etc.		
Organist:	\$250. Please make check payable to the musician.		
Other Soloist/Musician:	As contracted		
Sound Technician:	\$100. (If using recorded music, the fee is \$175)		
Service Coordinator	\$200. Church's service coordinator is required. Please make check payable to the coordinator.		
Reception Request:	Yes	No	Number of Persons
Reception Form Received if yes checked above:			
Fee for Plymouth Hall:	\$500.		
Cleaning Fee:	\$300		
Signed and Dated by Betrothed:			
Signed and Dated by Minister:			

I affirm that I have read and will abide by the Building Use Policies and Guidelines which are part of this Agreement. This Agreement is accompanied by a signed Waiver of Liability and Hold Harmless Agreement, as well as 50% of the rental fee.

Signature _____ Date: _____

Copied to:	Minister	Financial Secretary	Wedding Coordinator
Custodian	Music Director	Calendar	

OFFICE USE ONLY: PAYMENTS RECEIVED/OWED

PAYMENT	MADE OUT TO	RECEIVED DATE/METHOD
Deposit: \$200	First Congregational Church	
Rental:	First Congregational Church	
Minister: \$500	To Officiant	
Musicians Organist/Pianist: Soloists:	To Musicians	
Service Coordinator: \$200	To Coordinator	
Sound Technician: \$100	First Congregational Church	
Reception/Plymouth Hall:	First Congregational Church	
Other(Specify):		