

**Unitarian Universalist Congregation of Grand Traverse**

6726 Center Road, Traverse City, MI 49686

231.947.3117 www.uucgt.org

**WEDDING AND MEMORIAL SERVICE BUILDING USE CONTRACT**

**Service must be approved by UUCGT Minister  
To confirm and hold date, Security Deposit must be included with this signed contract**

TODAY'S DATE \_\_\_\_\_ DATE(S) OF EVENT \_\_\_\_\_

REHEARSAL DATE \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Hours \_\_\_\_\_

ACCESS TIME: From \_\_\_\_\_ To \_\_\_\_\_ ATTENDANCE EXPECTED \_\_\_\_\_

EVENT TIME: From \_\_\_\_\_ To \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

NAME OF OFFICIANT \_\_\_\_\_ AFFILIATION \_\_\_\_\_

NAME OF WEDDING PARTY OR DECEASED'S FAMILY \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

REFRESHMENTS SERVED?  YES  NO

PERSON RESPONSIBLE FOR CLEAN-UP \_\_\_\_\_ PHONE \_\_\_\_\_

**SPECIAL ARRANGEMENTS**

**SANCTUARY – 180 Capacity**

Chairs, Stage and Piano are available and may be moved with permission and must be returned following event. Use of Sound System and/or TV may be arranged and operated by Congregation approved or provided personnel. **\$150** for 3 hours use, plus additional \$20 per hour thereafter is required for use of the Sound System and/or TV.

**RENTAL RATES**

**SANCTUARY**

**SANCTUARY/SOCIAL HALL/ KITCHEN**

\$300 up to 50 people

\$500 up to 50 people

\$500 over 50 people

\$750 over 50 people

Area Rented: **S** **S/SH/K** # People \_\_\_\_\_ Sound \_\_\_\_\_ Total \$ \_\_\_\_\_

**SOCIAL HALL**

Number of Tables Needed \_\_\_\_\_ (11 available, seat 8 each)

Number of Chairs Needed \_\_\_\_\_ (90 stacking chairs available)

**KITCHEN - Please Circle Use**

\* Beverage/Snacks      \* Meal Served      \* Food Prepared on Site      \* Food Brought In

\* Food Catered      Caterer Name \_\_\_\_\_

Residential kitchen appliances with limited refrigerator space are available. Special serving dishes/tablecloths/silver service are not available except under special agreement and additional charge.

**RENTAL CONTRACT IS EFFECTIVE UPON RECEIPT OF THE FOLLOWING**

- \_\_\_\_\_ **\$50 Security Deposit**
- \_\_\_\_\_ **Proof of Liability Insurance for date of event(s)**
- \_\_\_\_\_ **Signed copy of Hold Harmless Agreement (below) signed by both parties**
- \_\_\_\_\_ **TOTAL Rental fee (not including Security Deposit) is due 14 days before the rental date**

**HOLD HARMLESS AGREEMENT**

The undersigned (representing the Renter) agrees to the terms of this Standard Rental Contract. Renter assumes all liability for accident, personal injury, property damage or theft of property which may result from the Renter's presence at the Unitarian Universalist Congregation of Grand Traverse at 6726 Center Road, Traverse City, Michigan, 49686 on event date.

Renter does hereby agree to HOLD HARMLESS the Unitarian Universalist Congregation of Grand Traverse from any and all liability and responsibility for any injuries and/or accidents in connection with the event which may occur by/to guests or hosts while attending said event.

Renter does hereby agree to be responsible for the conduct of the hosts and guests at the said event.

Unitarian Universalist Congregation agrees to provide facilities as outlined above for a scheduled event on: \_\_\_\_\_

Renter or Renter Representative \_\_\_\_\_ Date \_\_\_\_\_

UUCGT Representative \_\_\_\_\_ Date \_\_\_\_\_

**NOTES:**

05/2020

**FOR OFFICE USE ONLY:**

ENTRY CODE #: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Walkthrough Date: \_\_\_\_\_

SECURITY DEPOSIT \$50      Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

If eligible, Security Deposit will be returned to Renter, shredded, or as instructed by Renter

Security Deposit Refund: \$ \_\_\_\_\_ Date Returned/Refunded: \_\_\_\_\_ Check Shredded:    Yes    No