

Unitarian Universalist Congregation of Grand Traverse

6726 Center Road, Traverse City, MI 49686

231.947.3117 www.uucgt.org

WEDDING OR MEMORIAL SERVICE BUILDING USE AGREEMENT

Service must be approved by UUCGT Minister

To confirm and hold date, Security Deposit must be included with this signed agreement

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.

BUILDING USE AGREEMENT 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 fee (not including Security Deposit) is due 14 days before the rental date**

WRITTEN AGREEMENT

This Building Use Agreement incorporates Building Use Terms and Rules of Conduct as stated in a separate document signed by the parties at the time this agreement is signed. Together these documents are the entire agreement. Any changes to this agreement must be in writing and signed by all parties.

HOLD HARMLESS AGREEMENT

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

Responsible Party 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.

Responsible Party 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: _____

Responsible Party _____ Date _____

UUCGT Representative _____ Date _____

FOR OFFICE USE ONLY:

rev 6/2020

ENTRY CODE #: _____ Issue Date: _____ Walkthrough Date: _____

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

If eligible, Security Deposit will be returned to Responsible Party, shredded, or as instructed by Responsible party

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