

FIRST UNITARIAN CHURCH OF MEMPHIS
The Church of the River

Wedding Rental Information



Location: 292 Virginia Avenue West
Mailing Address: P.O. Box 683, Memphis, TN 38101
Telephone: 901.526.8631
Fax: 901.526.8632
Email: UURiver@aol.com
Office Hours: Monday-Friday, 9:00 a.m. to 4:00 p.m.
Please call for appointment.
Minister: Rev. Eric Posa, Interim Minister
Office Manager and Bookkeeper: Kat Garcia
Sexton: David Ford

The Church of the River, with its breathtaking location overlooking the Mississippi River, is a popular place for weddings. Weddings are scheduled on a first come, first served basis, so it is important that you make your reservation well in advance of your desired wedding date. **If you have a wedding director and/or florist, please share this information with them so that they will understand our church rental policies.**

Wedding Times, Fees, and Payment

Weddings are held ONLY on Mondays-Fridays after 4:00 p.m. and on Saturdays. Rehearsals are usually held the day before the wedding after 4:00 p.m. but can be held at another time with the approval of the church office.

The total rental fee for a wedding is \$550 which includes 3 hours for your wedding and 2 hours for your rehearsal. The same fee applies to outdoor weddings on the church property and to weddings held without rehearsals. Additional hours may be rented for \$100 per hour. **A \$250 non-refundable deposit** is due when you reserve your wedding date and time. The remaining \$250 is due 1 month before your wedding date.

Please make checks payable to **First Unitarian Church**. On the memo line, write **"Wedding"** and your wedding date. You may make your deposit at the church, mail your check to our P.O. Box, or pay via credit card. **Your deposit, this signed Wedding Rental Information sheet, and a complete Marriage Information Form (available from the church office) are required to be put on our wedding calendar.**

PLEASE NOTE: There can be no change in your scheduled time without the consent of the church office.

Facilities

The areas that are included in a wedding rental are the sanctuary and the Channing Wing which is adjacent to the sanctuary. The Channing Wing includes restrooms and a large room in which the bride and her attendants can dress, with a small kitchenette attached. The groom and his attendants usually arrive dressed, but if they need to change clothes at the church, they may use the restroom. The church is handicapped accessible.



The sanctuary seats 300 and contains a piano for your use. We do not have a sound system available for wedding use. Our sanctuary has excellent acoustics; however, you may bring your own sound system, microphone, and musical equipment if you wish. If your wedding is in the evening, you may wish to bring extra lighting in case the sanctuary lights are not adequate for your taste. (Photographers often bring their own lights.)

There is a small brick courtyard located outside the sanctuary available for photography or outdoor ceremonies, if desired. If you need outdoor chairs, you must bring them. Be advised that trains pass by frequently and are quite loud.

We do not offer reception facilities, but there are several options nearby in downtown Memphis, such as The Magnolia Room, The Peabody, and Spaghetti Warehouse, which can serve your reception and catering needs.

Please Note

- You are responsible for all of your guests.
- No food, drink, candy, or gum is allowed in the sanctuary.
- Wedding decorations may be put up **ONLY** during your scheduled wedding time, **NOT** during rehearsal.
- No deliveries (flowers, equipment, etc.) or participants will be admitted before the scheduled opening time.
- No rice, birdseed, flower petals or confetti may be brought or thrown inside the church or thrown on the church grounds.
- If you attach anything (flowers, bows, etc.) to the pews, you may **ONLY** do so using plastic florist clips.
- **DO NOT MOVE ANY CHURCH FURNISHINGS.** This includes the piano, plants, tables, pictures, etc.
- No parking on the grass. Parking is available in the church parking lot and up along the circle drive in front of our gates.
- Any decorations, equipment, musical instruments, etc. **MUST** be removed by the end of your wedding rental period. We are not responsible for any property left inside the church or on the grounds.
- **LEAVE THE CHURCH BUILDINGS AND GROUNDS CLEAN. PLEASE USE TRASH RECEPTACLES AND DO NOT LEAVE YOUR DECORATIONS, FLOWERS, OR EQUIPMENT BEHIND.**

Ministerial Services

You may bring any authorized person of your choice to perform your ceremony. If you would like our interim minister, Rev. Eric Posa, to perform your ceremony, you must clear the date with him personally **prior** to scheduling your wedding. Rev. Posa will want to make an appointment to meet you and discuss the type of ceremony preferred. **His fee is \$400. Please make your check for his services payable to Rev. Eric Posa.**

For Church of the River Members

For pledging members of our congregation, the wedding rental fee is \$50. This fee reimburses our sexton, David Ford, for his services in opening and closing the church for your rehearsal and ceremony. You may also use the Mississippi River Room for your reception, if desired. **Rev. Posa personally approves member rental fees.**

I have read all of the above information and agree to the terms described in this document.

Printed Name: _____

Signature: _____