

Wedding Rates and Policies, The Church of the River

For availability, custom wedding rates, building tours, etc., please contact our Office Administrator at (901) 526-8631 or info@churchoftheriver.org. Office hours are Monday-Thursday, 8 a.m.-noon and 1-4 p.m. Additional times available by appointment. Please call to schedule a building tour.

Rates and Payment

Weddings-Sanctuary/Ceremony only

- \$1,200
- 6 hours' use of building (includes rehearsal day before wedding)
- Additional hours: \$200 per hour
- Capacity: 250 people

Weddings with rehearsal dinner or reception (Sanctuary, Social Hall and Chalice Room). Outdoor patio space also available.

- \$2,000
- 9 hours' use of building
- Additional hours: \$200 per hour
- Capacity: 250 people for wedding in sanctuary, approx. 100 people for Social Hall and Chalice Room (varies according to set-up).

Custom weddings (e.g. short ceremony only with no rehearsal, outdoor space only, etc.)

- \$200 per hour
- Please confirm pricing with Office Administrator

Payment

- \$500 total payment is required to reserve The Church of the River for a wedding--a \$250 non-refundable deposit (required to reserve date and will be applied toward total rental fee) as well as a \$250 security deposit.
- Security deposit will be refunded within 30 days after wedding if all policies are followed, no damage is caused to building or grounds, and building is left in acceptable condition.
- 50% of balance required 90 days before wedding. Non-refundable.
- Final balance due 60 days before wedding. Non-refundable.
- Payment types: check, cash, ACH transfer, credit or debit card

Rental Policies

Alcohol

- To serve alcohol, renters must purchase a liability certificate of insurance.
- Person(s) serving alcohol must have a valid Tennessee ABC permit
- No serving persons under age 21
- Alcohol must not be left unattended when minors are present
- Non-alcoholic beverages must also be available.
- No selling of alcoholic beverages

Food

- No cooking facilities provided. Food must be prepared off-site.
- Social hall includes tables and chairs.
- Renter provides table linens, serving items, glassware, tableware and utensils.

Parking

- Parking is available in our lot (approximately 30 spaces) and in the Channel 3 parking lot (per a contract, Channel 3 leaves their gates open for wedding parties).
- Please advise your guests that the street just outside our property is marked as a no-parking zone and cars could be towed if parked there. The Memphis Police Department often issues parking citations to people parked in that area.

Initials: _____

Date: _____

Included in wedding

- Beautiful sanctuary overlooking the Mississippi River for two days (rehearsal and ceremony)
- Staff member on-site for the duration of your rental
- Use of our Baldwin grand piano
- Sound system (CD and smart phone jack, wired and wireless microphones)
- Dressing rooms for bride and groom
- Two unisex restrooms, one handicapped accessible
- Use of grounds for wedding photographs
- Rentals that include our Social Hall (rehearsal dinner and/or reception) also have use of a multi-purpose room, kitchen, ice maker, courtyard and additional restrooms

Not included

- Officiant. If you would like to speak to our minister, Rev. Sam Teitel, about officiating your wedding, please contact him at minister@churchoftheriver.org. The minister sets his own pay for performing weddings for non-members.
- Musicians. Our regular pianist is also available for hire. Please contact the Office Administrator at <mailto:info@churchoftheriver.org> for more info about booking our pianist.

Decorations/fixtures

- Most couples find that our Sanctuary needs very little decorating, due to the beautiful glass windows overlooking the river.
- No tacks, staples, glue, or other items that may damage our building or furnishings
- Decorating may begin during the rehearsal if there are no other church events scheduled between the rehearsal and ceremony
- Unity candles and wedding sand allowed
- No glitter or confetti
- Delivery of flowers, rental furniture, catering equipment, etc. should be coordinated with the Office Administrator.

Other terms and policies

- First Unitarian Church of Memphis/The Church of the River is a Welcoming Congregation and supports marriage equality. LGBTQ weddings welcome.
- Please note that rental times are from doors open to doors closed. We must schedule a staff member to open and close the building for your wedding, so no early entry is available.
- CD player available for recorded music
- Sound system can accommodate smart phones for playing recorded music, but we ask that wedding party appoint a friend or family member to operate phone during the ceremony.

I understand and agree to the above rental policies.

Print Name

Signature

Today's Date



Wedding Reservation Contract

Last names of celebrants:

Wedding Date: _____ Time: _____ Doors Open: _____ Doors Close: _____

Rehearsal Date: _____ Doors Open: _____ Doors Close: _____

Partner A: Name: _____

Address: _____

Phone: _____ E-mail: _____

Partner B: Name: _____

Address: _____

Phone: _____ E-mail: _____

Would you like to meet with the Church of the River minister about officiating? Yes No
Please note: Rev. Teitel charges a separate fee to officiate wedding for non-church members.

If no, name and phone number of your Officiant: _____

Would you like to speak to our pianist about performing at your wedding? Yes No

Number of Expected Guests: _____ Number of total attendants _____

Wedding Coordinator: _____ Phone: _____

Fees: \$1,200 base fee (Sanctuary only). 6 hours Additional hour(s) at \$200/hour

\$2,000 Sanctuary plus Social Hall (for rehearsal dinner or reception). 9 hours

Custom wedding. Consult with Office Administrator for cost.

Total rental fees due: _____ Security Deposit (refundable): \$250 Total Due: _____

\$500 total payment required to reserve—a \$250 non-refundable deposit (required to reserve date and will be applied toward total rental fee) as well as a \$250 security deposit. Security deposit will be refunded within 30 days after wedding if all policies are followed, no damage is caused to building or grounds, and building is left in acceptable condition.

<u>Office Use Only</u>			
Deposit: Amount _____	Date: _____	Cash, check or online: _____	Check # _____ Name on check _____
2nd Payment: Amount _____	Date: _____	Cash, check or online: _____	Check # _____ Name on check _____
Final Payment: Amount _____	Date: _____	Cash, check or online: _____	Check # _____ Name on check _____