

WEDDING POLICY

Adopted by the Board of Trustees, May 10, 2016

A. Purpose

Chalice Unitarian Universalist Congregation (Chalice) offers the support and guidance of religious professionals to all couples who seek to solemnize their marriage with a religious ceremony.

B. Officiant

All wedding ceremonies must be scheduled in consultation with Chalice's Senior Minister. If the Senior Minister is unable to serve as Officiant, the Senior Minister will select a qualified alternate.

C. Premarital Consultation

When the Senior Minister serves as Officiant, she requires couples to complete a relationship inventory and to meet with her up to three times (60-90 minutes each meeting) in advance of the wedding to discuss the inventory and to plan the ceremony. If insufficient time is available for three meetings prior to the wedding day, the Senior Minister will work with the couple to create a compressed meeting schedule.

D. Chapel Use

The Chapel will be available for rehearsal and decoration for up to three hours before the day of the wedding. The Chapel will be unlocked 1½ hours before the ceremony is scheduled to begin. Wedding ceremonies that exceed one hour are unusual and may incur additional rental fees. Food and drink are not allowed in the Chapel.

E. Ceremony Music

If live piano music is desired, Chalice's Music Director has the right of first refusal for all weddings held at Chalice, followed by Chalice's Sunday worship musicians. See section G.4 for applicable fees.

If additional musicians or a soloist is requested, Chalice personnel will make such arrangements. If the couple requests a musical piece be offered by a friend or family member, Chalice personnel will accommodate this request when possible. These arrangements are not customary, and any additional costs will be born by the wedding party.

When recorded music is desired, Chalice's audio technician will oversee this provision.

F. Flowers and Memorabilia

- Florists' deliveries must be made during office hours unless other arrangements have been made.
- Chapel flowers and decorations are the responsibility of the wedding party. Decorations must be temporary and able to be removed without damage.
- The guest book is the responsibility of the wedding party to provide.
- Photography services are not provided. Photographers are expected to work in a manner that does not disrupt the wedding ceremony. Flash photography is discouraged.

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G. Fees for the Wedding Ceremony

1. For the community at large: fees are \$1000 plus \$80 (refundable) damage and cleaning deposit. These fees include rental of the Chapel, an honorarium for the Officiant, and pay for the services of an audio technician and a facilities liaison.
2. For friends and for the immediate family of Chalice Members (parents and adult children): fees are \$200 plus \$80 (refundable) damage and cleaning deposit. These fees include pay for the services of an audio technician and a facilities liaison. Fees for rental of the Chapel are waived. An honorarium for the Officiant is waived.
3. For members: The wedding ceremony is provided at no cost. This includes rental of the Chapel, an honorarium for the Officiant, and pay for the services of an audio technician and a facilities liaison.
4. If live piano music is desired at the wedding ceremony, there will be a \$200 fee for the pianist.

H. Reception

Use of the facility for the wedding reception and the corresponding fees shall be in accordance with the Building Use Policy. Particular attention is called to requirements for the serving of alcoholic beverages.

Food, beverages, dishes, flatware, and paper products are not provided. The wedding party may bring in their own refreshments for the reception or may choose to have the reception catered. All leftover food and drinks must be removed at the end of the event.

Music for the reception is not provided.

I. Senior Minister's Discretion

Chalice's Senior Minister has the authority to change and waive details of this policy on a case-by-case basis.