

**UNIVERSITY CONGREGATIONAL CHURCH (UCC)**  
**Special Event Guidelines**  
(Rehearsal dinners, Anniversaries, Birthdays/Wedding Receptions)

Thank you for considering UCC for your up-coming event. We are committed to provide a memorable occasion for you and your guests in a welcoming atmosphere.

**Eligibility -**

The reception is planned for members of the church, their son or daughter, their mother, father or sibling. Non-members are also invited to use our facilities noted their event fall within our guidelines.

**Facility - Fellowship Hall**

- UCC is handicap accessible
- UCC is a non-smoking facility
- Fellowship Hall accommodates 150 persons at a seated event. 250 otherwise
- Tables and linens are available
- Kitchen facilities are available - food set-up area (no cooking allowed), dishes, serving pieces, refrigerator: must be supervised by a Guild member
- Audio equipment can be requested

**All Events -**

- Arrangement of room coordinated with Women's Guild
- Decorations allowed on tables and window sills only
- Catered foods, decorations and all service ware must be delivered at least one hour prior to the event
- Alcohol (wine, champagne, beer) may be provided by guest, but is served by Guild members. UCC reserves the right to limit alcohol consumption.

**Fees -** set for a 3-hour rental except for weddings which is for 4 hours  
Rehearsal dinners and other parties or gatherings

- A refundable \$100 damage deposit required upon event schedule
- Up to 50 persons - a flat rate\* of \$150, additional time \$50.00/hour
- 51 - 100 persons - flat rate\* of \$200, additional time \$50.00/hour
- Over 100 persons - flat rate\* of \$300, additional time \$100/hour
- Maximum time is three hours actual event
- Audio equipment - by special arrangement (cost varies)
- Custodial fee - \$100.00 paid directly to Church Sexton

**Wedding Receptions**

- A refundable \$200.00 damage deposit required upon event schedule
- Up to 50 persons - a flat rate\* of \$300.00 additional time \$100.00/hour
- 51 - 100 persons - flat rate\* of \$500, additional time \$100.00/hour
- Over 100 persons - flat rate\* of \$650.00, additional time \$150.00/hour

- Maximum time is four hours actual event (Time begins immediately after the ceremony.)
- Audio equipment – by special arrangement (cost varies)
- Custodial fee - \$150.00 paid directly to Church Sexton

\*Flat rate includes – table linens, dinner service, serving trays, coffee/tea service, buffet service and kitchen clean up. If disposable plates, glasses and etc. are used, the flat rate is reduced by \$50.00. Cutting/serving cake is also included at wedding receptions.

Special arrangements may be made prior to the event (at least 2 weeks prior) and priced accordingly.

***All Fire and Safety regulation will be strictly enforced.***

January 2017

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