



**Maple Street Congregational Church, UCC**  
 90 Maple Street  
 Danvers, MA 01923  
 (978) 774-4510; [info@maplestreetchurch.org](mailto:info@maplestreetchurch.org)

## MSC Wedding Contract

Name of Wedding Party \_\_\_\_\_

Requested Date \_\_\_\_\_

Approved \_\_\_\_\_

### Rental Request Form

**PLEASE COMPLETE THE ENTIRE FORM WHICH SHALL BE THE AGREEMENT BETWEEN BOTH PARTIES.**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Request:

Date(s) Requested:                      Start Time:                      End Time:

Which day of the week: (circle)

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

**\*If rehearsal time is needed ahead of the event please note that above in the dates requested ( there will be an added fee for non-wedding events rehearsal times).**

Anticipated Number of Participants:

\*Will food or drink be consumed:              Yes                      No

Special Needs or Requests:

## Wedding or Funeral Questions:

1. Who is officiating your wedding?
2. Are you in need of an organist, pianist, and/or musician?
- \*3. Will you be needing to use other spaces in the church i.e. Social Hall, Reception Room, etc. please refer to Building Use/Rental Form & Application available from the Church Office.

## Fee Schedules

Because of additional time and overhead costs associated with each wedding, it is necessary for the Church to charge the following fees which cover the organist, coordinator, and use of the sanctuary or chapel. Rehearsal time is covered by these fees.

### **Sanctuary Wedding**

Contributing Members and immediate family: \$350

Non-members: \$750

### **Chapel Wedding**

Contributing Members and immediate family: \$350

Non-members: \$550

**Maple Street Church Clergy:** \$300

### **All Weddings:**

Church Coordinator: \$200

Organist: \$275

All fees are payable at the time of the rehearsal. Pre-payment may be arranged. A \$50.00 non-refundable deposit is due at the time the date is reserved. The \$50 will be subtracted from the total fee.

### **Please make the checks out to the individuals separately:**

Clergy-- *Rev. Pamela Cochrane or Rev. Douglas Vooy*

Church Coordinator-- *Lynne Duffill*

Organist--- *Ji Hye Jung*

Sanctuary/Chapel Fee-- *Maple Street Congregational Church*

## Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage that occurs as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting and/or activity has ended.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

