

**FIRST PARISH CHURCH IN WESTON**  
**Wedding Rental Agreement**

1. **FEES:** A non-refundable 50% deposit should accompany application. Balance is due two (2) weeks prior to event.
2. **SMOKING:** No smoking is permitted anywhere in church buildings.
3. **LIQUOR:** Use of hard liquor is prohibited on church premises. Consumption of wine and/or beer is allowed on church premises only if a fully licensed and insured bartender serves such beverages. Renter accepts full responsibility for complying with applicable laws regarding consumption of alcoholic beverages.
4. **QUALITY OF SPACE:** Users should expect to find church space clean upon arrival and are required to leave it clean. Nothing may be affixed to or removed from the walls or doors without the express permission of the church administration. Cleaning supplies are in the closet next to the library door and should be returned after use. Bins in the kitchen are designated for trash and garbage, including recycling. Dishwasher instructions are over the sink, and a rack is available for damp dishtowels. Caterers are expected to supply linens and may, if desired, use church china and silverware at an additional cost. Any breakage should be reported to the office. ***(Use fees do not include custodial care. When using the space, it should be left in the condition in which it was found.)***
5. **UTILITIES:** Thermostat in Parish Hall may be turned up but will auto-reset to 58 degrees at 11:00 pm; all windows must be closed and locked; lights in front hall, rooms used, and gallery should be shut off, lavatories must be tidy; outside doors must be locked and key returned to parish administrator as prearranged. Renters are responsible for damage to church property.
6. **PIANOS:** Pianos are not to be moved.
7. **CATERERS/FLORISTS:** If access to the building is needed by service providers outside of office hours, someone from the wedding party must sign out a door key from the church office 1 or 2 days prior to the wedding and be responsible for meeting the service providers here, maintaining the security of the facilities.
8. **RESPONSIBILITY:** Renter acknowledges that representatives of First Parish Church in Weston will not be present during the rental period. Renter assumes full responsibility for, and agrees to indemnify and hold harmless First Parish in Weston from and against, any damage to property or injury to persons caused directly or indirectly by acts or omissions of the Renter, Renter's agents, persons taking part in Renter's function, and persons on the premises with Renter's permission.



Your Wedding

at

**THE FIRST PARISH CHURCH**  
**IN WESTON**

The Rev. Dr. Thomas D. Wintle, *Senior Minister*  
Anne Bancroft, Ministerial Consultant

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# THE FIRST PARISH CHURCH IN WESTON

YOUR WEDDING is a celebration of the love, the joy, and the faith you have found in each other. Whether you choose to have a large formal ceremony, or a small private one, it is a sacred time – for you are acknowledging and proclaiming before God and in the eyes of human society the existence of the covenantal bond uniting you. The First Parish is pleased to welcome you on your special day.

THIS CHURCH was organized by the Puritans in 1698 as the town church, intended to serve all residents. The main sanctuary seats approximately 300 people and is air-conditioned. The separate Sears Chapel, which seats approximately 90 people and also is air-conditioned, is available for smaller weddings.

RESERVATION PROCESS – The first step is to confer with one of our ministers to see if he/she is available on your preferred date. Then, the minister will want to meet with the bride and groom together before making a final decision to perform the marriage. Immediately after confirming the date with the Minister, you should reserve the date with our administrator and organist to make arrangements regarding your musical preferences.

THE FORMAT OF THE CEREMONY (readings, music, etc.) is flexible and should be discussed with the Minister. You are welcome to have one or two friends read Scripture lessons. You may also provide additional vocal and/or instrumental music and should discuss with the Minister and organist your selections and when during the ceremony they will be performed. Flash photography (or photographers wandering around) is not permitted during the ceremony itself.

RECEPTION FACILITY – The Parish Hall is available for receptions following the wedding ceremony and can seat approximately 130 at rectangular tables. A full kitchen is available for use by your caterer. Wine and beer may be served by a fully licensed and insured bartender. No other alcoholic beverages are allowed on the premises.

PARLOR AND LIBRARY – These rooms are made available to members of the wedding party prior to the ceremony at no charge.

## Wedding Fees (effective June 2011)

Sanctuary	\$ 575	(with 1 rehearsal)
	85	(additional rehearsal)
Sears Chapel	\$ 350	(with 1 rehearsal)
	55	(additional rehearsal)
Parish Hall	\$ 210	(optional set-up: \$75)
Kitchen		
Full use	\$ 175	
Equipment, not dishes	115	
Beverages only	60	
Minister's Honorarium	\$ 500	(\$1000 if held elsewhere)
Organist (Terry Decima – 617.267.9141)		
Sanctuary		
- with rehearsal & instrumentalist/singer	\$ 350	
- rehearsal (no other musicians)	325	
- no rehearsal; other musician involved	250	
- no rehearsal or other musician	225	
Chapel		
- with rehearsal & instrumentalist/singer	\$ 325	
- rehearsal (no other musicians)	300	
- no rehearsal; other musician involved	250	
- no rehearsal or other musician	225	

(Contributing members of First Parish should contact the Parish Administrator regarding applicable fees.)

No smoking is permitted anywhere at The First Parish Church. A security deposit of \$150 may be required. Fees for the minister and organist are paid directly to them. An application for facilities use must be submitted on the form enclosed and submitted to the Parish Administrator, along with a non-refundable 50% deposit. The balance of the fees is due two weeks prior to the wedding and we request that the marriage license arrive at the church one week prior to the ceremony. Please contact the church office (781.893.7798/admin@firstparishweston.org) if you need additional information.