

Weddings at Henrietta United Church of Christ

Henrietta United Church of Christ is happy to offer its facilities to couples of all faiths or no church affiliation for weddings that are designed according to their own beliefs and preferences. Because of the heavy schedule of our pastors, we recommend that couples who are not affiliated with this church use the services of Rev. Dr. Jack Porcello, who can perform the ceremony in our facilities. He can be contacted at (585) 324-0230 or through his Website at www.ourfellowship.org/joyful.html.

The sanctuary

Our attractive sanctuary is simply adorned and seats up to 225 people (more with additional chairs in the back).

Two pews near the front (one on each side) have been shortened to accommodate wheelchairs.

A pair of candelabras is available at no extra charge (fourteen colonial style candles need to be provided by the couple).

An organ and an electronic piano, played by our organist, can provide a variety of music.

A CD player may be played through our sound system.

A hearing loop with receivers is available for the hearing impaired.

If an aisle runner is used, it should be 50' in length.



Accommodations for the wedding party

A lounge with mirrors is available for the bridal party to gather in.

A curtained classroom is available for the groom's party to gather in.

Social hall

Our social hall, adjoined by a kitchen, is 46' X 38'.

12 folding tables and 96 folding chairs are available.

No alcoholic beverages or smoking are permitted in the building.

Fee and payments:

Sanctuary: for one rehearsal and the ceremony **\$350** (payable to Henrietta UCC)

(This includes the rooms for the wedding party prior to the ceremony and cleaning of the sanctuary following the ceremony). A deposit of **\$150** (non-refundable) is required to reserve the church.

Social Hall: (No alcohol or smoking) **\$200** (payable to Henrietta UCC)

Organist: **\$175 + \$30** for each private rehearsal with soloist (payable to the organist, Robin Bower).

The organist is present for the wedding rehearsal. It is the responsibility of the bride and groom to schedule the organist. Call Robin Bower at 889-5077 or 755-7196. Any outside musicians who wish to use the organ or piano need to contact Robin Bower for approval and to ensure the proper care of our instruments.

Wedding Coordinator (required): **\$80** for rehearsal and ceremony (payable to the coordinator, Donna Palmer). The Wedding Coordinator will be present at the rehearsal and ceremony to assist with the processional, decorations, and flowers and to make your wedding run smoothly. Contact Donna Palmer at 334-0030 or 359-4565.

Audio: \$40 (payable to Robert Hand). If the sound system is needed for soloists or recorded music, it is the responsibility of the bride or groom to contact our sound person, Bob Hand at 313-5570. There is no charge for basic use of the sound system by the officiating pastor, or if our organist plays recorded music.

Wedding Ceremony Times

Weddings are normally scheduled on Fridays and Saturdays. **Other days and times can be scheduled after checking with the church's Wedding Coordinator.** You have use of the sanctuary during the following time frames.

Friday

Arrive
1:00 PM

Ceremony
2:00 PM

Depart
4:00 PM

Saturday

Arrive
9:00 AM
2:00 PM

Ceremony
10:00 AM
3:00 PM

Depart
12:00 noon
5:00 PM

You are required to adhere to your scheduled ceremony and rehearsal time or an additional fee of \$50 per hour may be charged.

Flowers and Decorations:

Flowers and other decorations may **NOT** be tacked or glued. String or ribbon work very well. It is necessary that your flowers arrive within your time slot. Please make arrangements with your florist or a designated family member to remove the flowers, floral boxes, and debris from the sanctuary and lounge. No rice, confetti or bird seed may be thrown on the property. Bubbles are a good substitute. If our candelabra is used, the wedding party must obtain dripless colonial style candles (grooved ends; regular ends are too small.)

Note: A deposit of \$150 (which is applied toward the sanctuary rental) is required to reserve the date (non-refundable). All returned checks will carry a \$50.00 service charge. All remaining fees must be paid at least two weeks before the wedding.

The wedding party may set up the sanctuary or fellowship hall according to their needs, with permission from the wedding coordinator.

No smoking is allowed inside the church building.

The use of alcoholic beverages is not permitted on the premises.

During winter months, our snow plowing contract calls for plowing when snow exceeds 3". There will be an extra charge of \$100 if snow plowing is requested for a lesser amount of snow.

Please fill out the attached form and mail or bring it to the church with a check made out to Henrietta United Church of Christ for \$150 to reserve the date. The date cannot be reserved until a deposit is received. The address is Henrietta UCC, 1400 Lehigh Station Rd., PO Box 430, Henrietta NY 14467-0430.

Henrietta UCC Contract

Wedding Date _____ Day _____

Time _____ Approximate attendance _____

Rehearsal Date _____ Day _____ Time _____

Name of Bride (please print) _____

Address _____

Home Phone # _____ Cell Phone # _____

E-mail address _____

Name of Groom (please print) _____

Address _____

Home Phone # _____ Cell Phone # _____

E-mail address _____

Other contact person: _____

Home Phone # _____ Cell Phone # _____

E-mail address _____

Please check the boxes below to indicate what is needed for your wedding.

Sanctuary Social Hall Sound System Organist

Wedding Coordinator (required)

I have read and understand the policies of Henrietta UCC. I assume responsibility for all of the articles and furnishings that will be used for our event. I understand the \$150 deposit is non-refundable and non-transferable and that all fees are due in full, two weeks before the event. In the event of a cancellation, a written notice and signature is required.

Signature _____ Date _____

Bride

Signature _____ Date _____

Groom

For office use only: Received			
check #	date	\$	for
_____	_____	_____	_____
check #	date	\$	for
_____	_____	_____	_____
check #	date	\$	for
_____	_____	_____	_____