

APPLICATION for WEDDING SERVICE

Return this application, and signed copy of the Photography Guidelines with your deposit to:
Wedding Coordinator, First Parish in Framingham, 24 Vernon Street, Framingham, MA 01701

Please CLEARLY PRINT all information.

Applicant A: _____ Date of birth: _____
(Full name)

(Full name after marriage) Phone : _____ (__day/ __cell/ __home)

Email: _____
(Present address: street, city, state, zip code)

Applicant B: _____ Date of birth: _____
(Full name)

(Full name after marriage) Phone: _____ (__day/ __cell/ __home)

Email: _____
(Present address: street, city, state, zip code)

Date of Wedding: _____ **Time of Wedding:** _____

Place of Wedding: ___ Meeting House (\$500 for up to 4 hours) ___ Memorial Room (\$50/hour)
___ Other _____ (Place and address)

Reservation Deposit: 25% of Total Room Rental Fee. The Reservation Deposit check should be written to "First Parish in Framingham."

NOTE: The wedding date/place will NOT be reserved unless the Reservation Deposit is received with this application.
The reservation deposit is not refundable.

Organist/Pianist Do you want our organist/pianist to play? Yes ___ No ___

Rehearsal Date: _____ Time: _____

Formal Photos: Will they be taken at the church? Yes ___ No ___
See "Guidelines for Wedding Photographers and Videographers".

The following questions should be answered at least one month before the wedding:

How many in your wedding party (include all attendants)? ___

Dress (check one): Formal(tux)___ Semi-formal (suit)___ Informal ___

Ring Exchange (check one): Double___ Single___ None___

How many guests will be attending? _____

Name of florist? _____ Will you have a carpet? _____

Name of Minister: _____

FIRST PARISH in FRAMINGHAM
24 Vernon Street (corner of Edgell Road and Vernon St.)
Framingham, Massachusetts 01701

Information for Wedding Service

Minister: The Reverend Tracey Robinson-Harris 508-872-3111, ext. 205
Organist/Pianist: Claudia Keyian music@uuframingham.org
Wedding Coordinator: Sara Morrison Neil office@uuframingham.org 508-872-3111, ext. 201

1. **Fees for Use of Facilities** for up to four hours (ceremony only):

Meeting House \$500 Memorial Room \$200 Courtyard \$200

Make check payable to First Parish in Framingham

A 25% non-refundable deposit for the use of the facilities is required to hold the place you choose for your wedding. The date will NOT be held unless the Reservation Deposit is made within 30 days of your request. The Meeting House fee includes a one hour wedding rehearsal. The balance of rental fees is due at least one month before the event.

2. **Honorarium and Fees**

- **Minister:** The honorarium is \$450 payable at the pre-wedding conference with the minister.
(Check written directly to the minister)

The following fees must be paid at least one week before the service:

- **Organist/Pianist:** \$300 Check written to Claudia Keyian

Note: The American Guild of Organists (AGO) indicates that couples using their own organist/pianist also pay the church organist their regular fee, unless the church organist/pianist is unavailable.

- **Wedding Coordinator:** \$300 Check written to Sara Morrison Neil

The Wedding Coordinator Fee includes the initial tour, advance coordination, one hour wedding rehearsal and assistance up to 4 hours on the day of the wedding. The Wedding Coordinator duties may be performed by the Church Administrator or by other experienced staff. Time spent over the scheduled hours shall be charged at \$50 for each additional half hour or fraction thereof.

- **Sexton:** \$120 — Please provide cash one week in advance. The sexton will clean the room before and after the wedding.

3. **Marriage License: Must be delivered to minister no later than one week before the wedding.**

4. **Conference with minister**

- The minister requires at least one conference with the couple usually one month before the service.
- Readings and other selections for the service should be received by the minister two weeks prior to the service.

5. **Photography**

- This is a religious service, therefore flash photography is discouraged except during the processional,

recessional, and ring exchange. See attached "Guidelines for Wedding Photographers and Videographers."

- First Parish in Framingham reserves the rights to photographs taken of the property and event décor, for use on marketing websites and social media.

6. **Wedding Décor**

- **Décor** in the Meeting House must be approved by the Wedding Coordinator at least one month in advance of the wedding.
- **Draperies** For weddings in the Meeting House, various colored drapes are available for the chancel. The Wedding Coordinator should be contacted if you have a preference.
- **Unity Candles:** The church does not supply unity candles. If your ceremony will include a unity candle, you must supply your own.
- **No confetti,** birdseed or breadcrumbs may be scattered inside or outside of the buildings.

8. **Music:**

- It is the responsibility of the couple to contact the Music Director to arrange for organ or piano music. The Music Director will be glad to play special music as long as sheet music is supplied by the couple.
- The Music Director can suggest instrumental and vocal soloists if desired.
- The Music Director requires a conference with the couple usually **no later than one month before the service.** This may be scheduled in tandem with the minister's conference.

10. **Reception:** Scott Hall in the Parish House may be reserved for a reception by calling the Church Administrator. Rental fees for use of facilities vary per room.

11. **The Schedule of the Wedding Ceremony** must be provided to the Church administrator at least a week before the wedding, with notations where assistance will be needed. Please note the time photographs will be taken, when guests are expected to arrive and when the ceremony is planned to begin.

12. **Cancellation Policies:**

- The wedding may be cancelled by First Parish if payment obligations are not met in the required time frame.
- The wedding may be cancelled up to two weeks before the event by the wedding couple. Part of the rental fee will be returned.
- In the event of unforeseen circumstances such as extreme weather or serious health issue, the event may be rescheduled for no additional cost, or rental fees will be refunded.

Guidelines for Wedding Photographers and Videographers at First Parish in Framingham

To preserve the religious integrity of your wedding ceremony, we maintain the following guidelines for photographers and videographers:

1. During the processional, photographers must not restrict the view of the minister or wedding party. Following the processional, photographers will move to the rear of the church, upstairs or down, and remain there until the ceremony is completed.
2. Some couples may also choose to record their wedding on video. If you do this, the video camera must be located on a tripod on the Edgell Road side of the balcony if the organist will be playing.
3. If pictures are to be taken before the ceremony, regardless of location, they must be completed early enough to ensure the timely arrival of the wedding party.
4. If pictures are taken after the wedding, they must be completed within the four hour rental period.
5. The location of photography on the property must be approved by the Wedding Coordinator in advance.
5. Please supply the Wedding Coordinator with the name(s) and telephone number(s) of your photographer and videographer (if applicable) at least one week before your wedding, so she can review the guidelines with them.
6. We will be glad to show you the locations mentioned above in order to help you understand our guidelines in advance of your wedding.

We understand and agree to the guidelines for wedding photographers and videographers at First Parish in Framingham.

Names _____ Date _____