CHRIST UNITED METHODIST CHURCH
Piscataway

485 Hoes Lane, Piscataway, NJ 08854
office@christumcpiscataway.com

Wedding Request

Building Use Only

Guidelines, Fees and Insurance Information

Date of Request _____

Bride name_____ Groom name _____

Contact Phone _____ Email _____

Wedding date requested _____ Time:_____ 3 hours allowed per rate sheet.

Date of Rehearsal: _____ Time:_____ 1 hour allowed per rate sheet.
(40 mins standard, one hour max)

Number of guests:_____ (sanctuary capacity is 240)

Pastor Presiding _____Church _____

Email: _____

Presiding pastor is responsible for the rehearsal and ceremony planning.

MUSIC

Christ UMC Organist requested (instrument fee to be paid if outside pianist/organist used) ____

Soloist requested _____

Other music _____

Pre-recorded music must be handled by DJ

Sound system/Microphones_____

Please see the fee schedule (next page).

IMPORTANT NOTE: Your wedding date is confirmed after the date is confirmed with the church and the Certificate of Insurance and 50% fees are paid.

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Use of Church/Outside Weddings Fee Schedule

Approval of the church and certificate of Insurance needed to secure the date.

See insurance information below.

$200 Deposit due at time of request

Deposit will not be refunded if the time exceeds the allowed time (late arrival for wedding or rehearsal, extra decorations etc) or the guidelines are not followed.

$1500 Sanctuary Use-Wedding (paid to CUMC) – 3 hours to include setup and decorating
$500 Chapel
$250 Rehearsal -one hour maximum (paid to CUMC)
$300 CUMC musician/pianist has right of first refusal (cash)
$150 Soloist

$150 Church Wedding Coordinator -day of ceremony (cash)
$75 Church Wedding Coordinator-rehearsal
$75 Church Rep – up to 100 people
Two reps may be needed for larger groups.
3 hours (cash or separate check written to cash)
$75 Church Rep – rehearsal (1 hour)

$185 Instrument service charge (if Christ United Methodist Church music minister is not utilized or available.)

$150 AV Services sound (paid to CUMC)
$75 Extra microphones/sound set up fee (paid to CUMC)

GUEST has read and agrees to follow the guidelines _____
GUEST agrees to share the guidelines with florist, photographer, all vendors. _____
GUEST has read and agrees to adhere to Christ UMC Safe Sanctuaries policy _____
GUEST has read and agrees to pay all fees per the attached _____

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INSURANCE INFORMATION - REQUIRED

Name _____

Wedding Date _____

Name of Person Responsible: _____

Address of Person Responsible: _____

Phone Number: _____ Email address _____

Insurance Requirements

GUEST at its sole cost and expense shall maintain during the dates of use of this agreement public liability insurance, insuring against ALL liability of GUEST, Christ UMC, and their authorized representatives arising out of and in connection with GUEST'S use of Christ UMC, with a single liability limit of $1,000,000 and Property damage of $1,000,000.

Christ UMC shall be named as an additional insured on the policy purchased by GUEST.
Initial here _____

GUEST agrees to provide Christ UMC with a copy of the COI (certificate of insurance) evidencing that it has complied with the insurance requirements ten days prior to the event.
Initial here _____

GUEST agrees to defend, indemnify, and hold harmless Christ UMC against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (guest's employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by GUEST. Initial here _____

It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.
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GUEST accepts Christ UMC in an AS IS condition. _____

Name of Insured if different from person responsible (insured party must attend event)
_____

Signature: _____ Date_____

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Guidelines for Sanctuary Use

Thank you for your interest in using the beautiful sanctuary at Christ UMC. The information below is intended to ensure that your event goes smoothly. To avoid any misunderstandings, please read these guidelines carefully and initial the form. The church is especially interested in the welfare of guests - please pay special attention to those items that relate to safety.

The individual signing the Insurance Form is deemed to be in charge of the group and is responsible for the event. This individual must be at least 25 years old and must be in attendance during the event.

The person signing the documents must provide a Certificate of Insurance form, naming Christ UMC as a named insured. Your personal insurance company will provide what you need. See insurance information above, pages 2-3.

Weddings/Funerals at Christ UMC

Sanctuary capacity is 240 people.

Officiating clergy person is responsible for the ceremony, counseling, and license.

The Church Rep and Wedding Coordinator is present throughout your event.

The sanctuary can be made available for a rehearsal for an additional fee (one hour maximum).

Church Use includes the use of the sanctuary, rest rooms, and waiting rooms only.

Christ UMC Organist/Musician has the right of first refusal on all weddings at Christ UMC. The selection of music for the ceremony (vocal and instrumental, organ or piano) must be made at the direction of our musicians. For more information please call the church office. There is a fee for outside musicians and for the use of our instruments.

No alcohol anywhere on the premises including the parking lot. No drugs anywhere on the premises including the parking lot.

NO food or beverages are allowed in the sanctuary.

The church is not a flower arranging area. Your florist should arrive within the 4 hour window. Please inform your florist/decorator that Christ UMC is not a flower-arranging space. They shall not use any kind of tape or adhesive on pews or wood surfaces. Bows can be tied on pews or attached with rubber bands. There are 24 rows of pews (12 on left, plus 1 more at far back left, and 11 on the right). The center aisle is 57 feet long from the narthex to the altar rail.

All decorations must be removed and clean up must be confirmed with the church.

Aisle runners are not provided. It is recommended that aisle runners NOT be used as they are tripping hazards.

No balloons, rice, or birdseed permitted. Pastel flower petals or bubbles (outside the building only) are good alternatives. Please inform all parties.

Building use is for the date(s) and duration(s) agreed upon and paid for. Any special arrangements for access to the building must be communicated at least one week prior.

The area adjacent to the Sanctuary (the narthex) is not a children's play area or florist set up without prior arrangement.

Guests should be directed to the sanctuary/narthex/bathroom area, unless otherwise prearranged.

The church cannot be responsible for the care or storage of property belonging to the user, their vendors, or their guests.

Event organizers and their guests must be off the premises no later than 30 minutes after the event is scheduled to be over.

A security deposit of $200 against damages, payable to CUMC is required. The $200 deposit is refundable approximately 2 weeks after your event unless Christ UMC guidelines are not followed or additional expenses are incurred, including but not limited to:

Inadequate cleaning of the facility after the event.
Inadequate return of items as they were found.
Lack of cooperation with the Church Representative or Wedding Coordinator
Failure to supervise children.
Damage to, or theft of, church property
Smoking, vaping, drinking or drug use determined anywhere on the property
False fire alarms or 911 calls were made
A smoke/fog machine
Failure to adhere to pre-arranged timing of set-up event and event, per the signed written agreement.

GUEST may be held responsible should additional damages be realized.

_____	_____	_____
Signature of Bride	Please also print name	Today's date
_____	_____	_____
Signature of Groom	Please also print name	Today's date