



Your Wedding

at

THE FIRST PARISH CHURCH
IN WESTON

The Rev. Dr. Thomas D. Wintle, *Senior Minister*

349 Boston Post Road
Weston, MA 02493
Telephone: 781-893-7798
www.firstparishweston.org

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 the Minister to see if he is available on your preferred date. Then, the Minister will want to meet with the couple 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.

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 dish towels. 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.

WEDDING INFORMATION FORM
(return to Minister)

DATE-TIME-PLACE: _____

REHEARSAL: _____

INTERVIEW: _____

TO BE ANSWERED BY THE COUPLE, INDIVIDUALLY

FULL NAME: _____

PRESENT ADDRESS: _____

PHONE (HOME/WORK/CELL): _____

E-MAIL ADDRESS: _____

OCCUPATION: _____

PLACE OF BIRTH: _____

BIRTHDATE: _____

FATHER'S NAME: _____

MOTHER'S NAME: _____

RELIGIOUS AFFILIATION: _____

* * * * *

FULL NAME: _____

PRESENT ADDRESS: _____

PHONE (HOME/WORK/CELL): _____

E-MAIL ADDRESS: _____

OCCUPATION: _____

PLACE OF BIRTH: _____

BIRTHDATE: _____

FATHER'S NAME: _____

MOTHER'S NAME: _____

RELIGIOUS AFFILIATION: _____

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HAVE EITHER OF YOU BEEN MARRIED BEFORE?

(Who – When – date of divorce)

Wedding Fees (effective March 2016)

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	\$1,000	(\$1,500 if offsite)

Organist (Matthew Chiu –
860.682.3832/matthewgychiu@gmail.com)

Sanctuary

- with rehearsal & instrumentalist/singer \$ 400
- rehearsal (no other musicians) 375
- no rehearsal; other musician involved 300
- no rehearsal or other musician 275

Chapel

- with rehearsal & instrumentalist/singer \$ 375
- rehearsal (no other musicians) 350
- no rehearsal; other musician involved 300
- no rehearsal or other musician 275

(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.

APPLICATION FOR WEDDING AND/OR RECEPTION
USE OF FIRST PARISH
(return to Parish Administrator)

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

TELEPHONE/ E-Mail: _____

CONTACT PERSON: _____

(If different than above)

DATE/TIME:

REHEARSAL: _____

WEDDING: _____

RECEPTION: _____

(If at First Parish)

SPACE REQUESTED: _____ SANCTUARY (\$575 w/ 1 rehearsal)

_____ CHAPEL (\$350 w/ 1 rehearsal)

\$75)

_____ PARISH HALL (\$210; opt. set-up

_____ KITCHEN - FULL USE (\$175)

_____ KITCHEN - EQUIPMENT (\$115)

(\$60)

_____ KITCHEN - BEVERAGE ONLY

_____ PARLOR (N/C)

_____ LIBRARY (N/C)

KEYS NEEDED:

BREEZEWAY

SANCTUARY

RENTAL FEE _____

50% DEPOSIT

DUE WITH APP. _____

BALANCE _____

DUE BY: _____

I HAVE READ AND UNDERSTAND ALL REGULATIONS GOVERNING THE RENTAL OF FIRST PARISH CHURCH FACILITIES AND WILL SEE THEY ARE ADHERED TO.

SIGNATURE OF APPLICANT: _____ Date: _____

For Office Use Only:

Deposit Received By/Date: _____

Balance Received By/Date: _____

Set-up Diagram Received By/Date: _____

Certificate of Liability Received By/Date: _____

Keys Received Back By/Date: _____