



**The Community Church of Durham
United Church of Christ
P.O. Box 310
Durham, NH 03824**

***WEDDINGS AT
COMMUNITY CHURCH OF DURHAM, UCC***

Thank you for your interest in being married at the Community Church of Durham, UCC. We offer this brochure to answer questions you may have about having your wedding here and to give information about our policies and procedures. We trust that this information will be helpful to you as your plan for your important day. May God's peace and blessings be with you as you prepare for your marriage and your family life in the days and years to come.

Prior to confirming a reservation for use of the church, Senior Minister, The Rev. Dr. Mary Westfall will confirm her availability to perform the ceremony or will give permission for another Clergy to do so. If the Senior Minister will officiate, several meetings will be scheduled in order to plan the ceremony and discuss issues of mutual concern regarding the wedding. If a minister other than from the Community Church of Durham is performing the ceremony, the presiding officiant will need to contact our Senior Minister prior to the ceremony and one or both of the couple or their representative will need to meet with the Administrative Assistant regarding details of the rental of the church. We are an ecumenical church, and you may choose to be married here regardless of your religious affiliation. Use of a Justice of the Peace is at the discretion of the Senior Minister.

A Wedding Contract and Reservation Form must be signed at the time of reservation. The worship space is contracted for a block of three hours. The fee for use of the Sanctuary is \$500. The fee for the use of the Chapel is \$400. A \$250 deposit must be paid at the time the Church is reserved and the balance must be paid seven days prior to the wedding date. If the reservation is cancelled after this date, a 50% refund will be issued. This fee includes use of the worship space for both the rehearsal and ceremony, rooms for the bride, groom and attendants to dress/ assemble, and for cleaning costs. There may be more than one wedding at the Community Church of Durham on a given day, so there may be restrictions on how far before the ceremony the Sanctuary can be decorated, flowers delivered, etc. The Church will provide a Wedding Liaison to assist with whatever needs you may have with respect to the facility at the rehearsal and wedding ceremony, although this person is not involved in the actual rehearsal or wedding service.

Fees for the Minister and Organist are not included and must be paid separately to those individuals prior to the service. The couple must arrange music directly with the Organist. The Church will provide a list of approved Organists, however our regular Organist has the option of first refusal.

The worship space is to be used as is. Moving of pulpits and/or furniture is not permitted. Seating capacity in the Sanctuary is 400 adults; capacity in the Chapel is 75. Flowers or other decorations may be used on the pews as long as they are hung/affixed without adhesives and without damage to the pews. Decorations may not be attached to the walls. The Church does not have kneeling cushions or aisle runners. Aisle runners are permitted, provided that they are not left at the Church after the ceremony. Aisle length in the Sanctuary is 50 feet and 34 feet in the Chapel. The Community Church of Durham is several hundred years old and extra care and precaution must be taken to preserve its

wonderful history and to ensure its safety and that of its occupants. The Durham-UNH Fire Department code does not permit lighted candles in the Sanctuary or Chapel, except on the altar during the ceremony. This applies to both open flame and those with globes or other protective devices. Smoking is strictly prohibited every where on church property, including all grounds and parking lots.

Rose petals and bird seed may be thrown outside the church only after the ceremony, provided the Church is notified beforehand, so that arrangements can be made for church personnel clean up as needed. Rice, confetti or glitter is not permitted.

Photography is permitted during the ceremony, at the discretion of the officiant. Videotaping and/or still photographs may be taken from the balcony as well.

Ample parking is available for wedding guests. However it is important, due to Durham ordinances that all no-parking zones and fire lanes be strictly observed. The Church must be provided with the name and telephone number of any limousine or transportation company so that the parking procedures and policies may be discussed directly with them. Limousines cannot be parked in front of the church or along side of the Sanctuary and must load/discharge passengers in the upper parking lot adjacent to the Church.

The Church has reception facilities available, which are contracted separately. Capacity is 85 people seated at tables. A kitchen is available for food service use.

Flowers may be delivered to the church on the day of the wedding, but florists may have to come through the building through doors other than those leading directly to the Sanctuary if delivery is more than 2 hours before the wedding. In addition,

florist vehicles may not be left parked in fire lanes or no-parking zones during delivery. Please advise your florist accordingly.

Smoking and alcoholic beverages are not permitted on the Church premises.

Thank you for your interest in the Community Church of Durham, UCC. Should you have any questions, please contact the Church Office at 603-868-1230 during regular business hours Monday-Thursday 9:00 am- 3:00 pm. If we can be of any assistance to you at this joyful time, please allow us to help in any way that we are able.

Email: office@ccdurham.org

Website: ccdurham.org

