



17 Main Street  
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### Wedding Reservation Form and Contract

Spouse \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Member/regular participant of this church? Yes \_\_\_ No \_\_\_

Spouse: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Member/regular participant of this church? Yes \_\_\_ No \_\_\_

Alternate Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**WEDDING FEES:**

This signed form accompanied by a non-refundable \$250 deposit will reserve the date and time requested for your wedding. All financial obligations must be met one week prior to the wedding date. Fees for the pastor and organist should be made out to the individual recipient.

- ❖ Sanctuary: \$500 or Chapel: \$400
- ❖ Minister: The Reverend Jill H. Small (jhsmall@ccdurham.org)
  - Honorarium at the discretion of CCD members/regular supporters;
  - \$300 for those not affiliated with CCD, on-site weddings; \$500 for all off-site weddings
- ❖ Organist: Ms. Catherine York (catherineyork15@yahoo.com)
  - \$250 or more, depending on music selection, preparation time, contracting/rehearsing with vocalists or additional instrumentalists.

Guest clergy may participate at the invitation of our pastor. Guest musicians may participate at the invitation of our organist. If our pastor or our organist is not available on your date, we have a list of clergy and organists who can provide those services.

An appointment must be made to meet with a Community Church of Durham staff person **ONE MONTH prior** to the wedding date to review the Wedding Guidelines and clarify arrangements.

ONE MONTH MEETING Date and time: \_\_\_\_\_

REHEARSAL Date and time: \_\_\_\_\_

WEDDING Date and time: \_\_\_\_\_

Parlor: Yes \_\_\_ No \_\_\_ Choir Room: Yes \_\_\_ No \_\_\_ ( Available one hour prior to ceremony)

NUMBER of Guests: \_\_\_\_\_ Sanctuary \_\_\_ Chapel \_\_\_

We agree to the fees, dates, and attached guidelines set forth in this contract. We accept responsibility for any damages, costs related to extended rehearsal or ceremony time, or extra cleanup costs following our wedding ceremony. We understand that Community Church of Durham UCC is a tobacco and alcohol free venue including all indoor and outdoor spaces.

Signatures:

Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

CCD Staff Person: \_\_\_\_\_ Date: \_\_\_\_\_

Persons participating in your wedding:

Clergy: \_\_\_\_\_ Phone: \_\_\_\_\_

Organist/Musicians: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

Reception location: \_\_\_\_\_

POST WEDDING CONTACT INFORMATION if different from above

Names: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_