



## ORO VALLEY UNITED CHURCH OF CHRIST

James Briney, pastor and teacher

Dear Bride and Groom:

THANK YOU FOR INTEREST IN HAVING YOUR WEDDING CEREMONY AT:  
*ORO VALLEY UNITED CHURCH OF CHRIST.*

Marriage is one of the most important commitments we make in our lives. The staff and Wedding Team members of ORO VALLEY UNITED CHURCH OF CHRIST know that a great deal of planning and preparation will take place for your special day of joy and celebration. It will be our privilege to be a part of your wedding day.

Included in this packet are: a wedding application, cost statement, Music and instruments and Sound system request form, Church guidelines and policies, Indemnification, and wedding contract.

We will consider your wedding date when the application, contract (both enclosed) and a non-refundable deposit of \$250.00 are received at the Church office. **YOUR WEDDING DATE AND TIME ARE RESERVED AND CONFIRMED ONLY AFTER THE CHURCH OFFICE HAS RECEIVED YOUR DEPOSIT *and you have received a confirmation letter.*** Please do not order invitations or reserve a reception site **until** you have received our confirmation letter. All costs must be PAID IN FULL 60 days prior to your wedding date. Please turn in separate checks for Church, Pastor, and Musicians at that time.

Weddings can be booked at a variety of times, depending upon several factors. Please call and discuss the time you wish with me. No weddings will be booked more than one year in advance.

In order to see the church facilities, you must make an appointment with our wedding coordinator. Please call 742-7333 to schedule an appointment. Drop-ins have no guarantee of viewing availability.

Please call if you have any questions after reading all the enclosed material.

Sincerely,

Jan Garman (520) 575-6036  
Wedding Coordinator

Enclosures:   1. Application  
                  2. Cost Statement  
                  3. Guidelines & Church Policies  
                  4. Music and Instrument Sound System Request  
                  5. Contract

**Church Location:**  
1401 East El Conquistador Way  
Oro Valley, Arizona  
85704-7908

**Contact Information:**  
E-mail: OroValleyUCC@msn.com  
www.orovalleyucc.org  
Phone: 520-742-7333



ORO VALLEY UNITED CHURCH OF CHRIST  
COST STATEMENT  
(520) 742-7333

Church Rental \$575.00

**Make check payable to: ORO VALLEY UNITED CHURCH OF CHRIST**

Rental Includes:      \*Bridal preparation room  
                              \*Wedding coordinator fee  
                              \*Custodial Services before/after wedding  
                              \*Use of all sanctuary patios  
                              \*Assistance of Wedding Team Members  
                              \*One wedding rehearsal for one hour (without minister)  
                              \*Wedding day for two and one half hours  
                              Additional time available at \$100.00 per hour

**Fees for the minister and musicians are listed below:**

Minister: Make check payable to Rev. James Briney \$250.00

Pianist/Organist: Make check payable to Jose Solorzano \$125.00

Soloist: Make the check payable to John Ector \$100.00

Candelabras and candles and protection are provided by the church: \$ 30.00

**When we receive the signed application and signed contract with your \$250.00 non-refundable deposit, we will consider the date you requested. When your date is reserved, you will receive a written confirmation letter. Do not print invitations, or bulletins until you have received this confirmation. Fees must be paid 60 days in advance of wedding.**

**Wedding Team Members are volunteers. They will assist during your rehearsal and wedding ceremony with:**

*Seating arrangement	*Photographers
*Instructions for the ceremony	*Receiving lines
*The florist	*Candle lighting
*The music	*Reception and caterers
*The custodian	*Advising the wedding party as to their responsibilities
*Ceremony processional positions - recessional	

## Music, Instruments and Sound System Request:

4. We want to hire Jose Solorzano, the church Music Director, to perform at our wedding. He can be contacted at 531-6547

YES \_\_\_\_\_ NO \_\_\_\_\_

4. We want to hire Herbie Washington @ (602) 819-1644 to sing at our wedding.

YES \_\_\_\_\_ NO \_\_\_\_\_

4. We will hire other musicians who may use the church piano, but not the keyboard.

YES \_\_\_\_\_ NO \_\_\_\_\_

4. We will hire a church operator to set up and operate the microphone system or CD player for our guest musicians and soloists. (\$50)

YES \_\_\_\_\_ NO \_\_\_\_\_

(If Jose is your pianist, there will be no charge to have him set up and operate the microphone system)

**ORO VALLEY UNITED CHURCH OF CHRIST– Guidelines and Church  
Policies  
(520) 742-7333**

1. The Church has the right of refusal for inappropriate music, video, photography, decorations and themes.
2. No wedding may be booked more than one year in advance of today's date.
3. Please call and discuss the time with our Wedding Coordinator.
4. Our pastor will conduct your wedding ceremony. Additional ministers of your choosing are welcome to co-officiate. They are to coordinate their role with our Pastor.
5. A Bridal Preparation Room is available. It is to be left neat and orderly with all personal belongings and wedding items removed before leaving.
6. Pews, chairs, the altar, the cross, and decorations may not be moved for your ceremony. Keep in mind that seasonal decorations must be left AS IS.
7. No rice, confetti or birdseed shall be thrown on church property. Rose petals will be approved as long as the responsible party agrees to the Indemnity Clause on the contract.
8. Absolutely no alcoholic beverages on Church property and grounds.
9. When the church is rented for two and a half (2 1/2) hours it must be used a TOTAL OF TWO and one half HOURS. This includes the time you need for your florist to set-up, your guests to arrive, the wedding, and photography. There will be a \$100.00 charge for any time after the allocated 2.5 hours, payable on your wedding day.
10. All Wedding Rehearsals are scheduled for 1 hour. Because there may be another rehearsal scheduled for that day no extra time can be allocated.
11. Wedding Team Members will be at your Wedding Rehearsal and Wedding Ceremony. Jan Garman and these WEDDING TEAM MEMBERS ARE VOLUNTEERS and graciously donate their time and assistance.
12. If you are using any wedding consultants and/or photographer, you MUST give of this agreement to your consultant(s). The consultant(s) must make an appointment to see our facilities in advance by calling 742-7333. Their signed business cards must be attached to this agreement. They must initial these stipulations.
14. Candelabras and candles will be provided by OVUCC only; see fee schedule.
15. Please bring your own bottled water.
16. NO FOOD OR BEVERAGES ALLOWED AT WEDDINGS OR IN BRIDE'S ROOM. PLEASE REMEMBER THAT THIS IS THE LORD'S HOUSE AND TREAT IT AS SUCH.
17. Please keep these guidelines with you in case questions occur.

**Note:** *There may be other church activities occurring on the campus the same day as your wedding. This will not interfere with your use of the church or the parking lots.*

**INDEMNIFICATION**

This Indemnification Provision shall be incorporated into any agreements between User and its Vendors, Suppliers or other Third Parties serving User whether or not such parties were recommended by OVUCC Personnel.

User agrees to pay the costs of collection, including reasonable attorneys fees, in the event OVUCC has to hire an attorney to collect User's unpaid account.

*When signed by the User, this Addendum shall be deemed to be a part of, and effective as of the date of, the Facilities Use Agreement between OVUCC and the User described above.*

For ORO VALLEY UNITED CHURCH OF CHRIST:

For the User:

\_\_\_\_\_Date: \_\_\_\_\_Date:

**WE HAVE READ AND/OR COMPLETED:**

- 1. **The Wedding Application**
- 2. **The Cost Statement**
- 3. **The Guidelines and Church Policies. We agree to all the terms contained therein.**
- 4. **The INDEMNITY CLAUSE and agree to the terms contained therein.**
- 5. **This contract specifies which wedding services we have selected. We agree to pay all costs IN FULL 60 days prior to the wedding date. The deposit will hold the date until 60 days prior to the date when the balance of all charges MUST BE PAID IN FULL.**

**Bride's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Groom's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Party's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Relationship to Bride/Groom** \_\_\_\_\_

-----

**HOW DID YOU HEAR ABOUT THE ORO VALLEY UNITED CHURCH OF CHRIST?**

**Church** \_\_\_\_\_ **Tucson Lifestyle Magazine** \_\_\_\_\_ **Bridal Fair** \_\_\_\_\_

**Oro Valley News** \_\_\_\_\_ **Flyers** \_\_\_\_\_ **Came to another Wedding Here** \_\_\_\_\_

**Relative** \_\_\_\_\_ **Friends** \_\_\_\_\_ **Yellow Pages** \_\_\_\_\_ **Other** \_\_\_\_\_

# WEDDING CONTRACT - ORO VALLEY UNITED CHURCH OF CHRIST

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_  
**SERVICES REQUESTED BY THE BRIDE AND GROOM AND/OR RESPONSIBLE PARTY**  
Please initial by the YES on those services requested

YES _____	Church Rental (2.5 hours service, 1 hour rehearsal)	\$575.00
YES _____	Minister	\$250.00
YES _____	Music (Pianist/Organist)	\$125.00
YES _____	Soloist	\$100.00
YES _____	Candelabras and candles	\$ 30.00

**A Wedding Team Member will be present for all wedding rehearsals and wedding ceremonies.**

## *Indemnification Provision*

The following definitions apply to this Indemnification Provision Addendum:

**OVUCC:** The ORO VALLEY UNITED CHURCH OF CHRIST.

**USER:** Any person, firm, corporation, partnership or other entity whether or not for profit and organized for the purpose of carrying on membership activities in-group form (e.g. a book club), which uses any OVUCC Facilities and /or the Premises pursuant to a written agreement.

**PREMISES:** The land on which OVUCC is located including all vegetation thereon.

**FACILITIES:** OVUCC's Sanctuary; Fellowship Hall; paved Driveway and Parking Lot including all adjoining walls, fences, railings, gates, signs and lights; and the Equipment located in, on or about the foregoing.

**EQUIPMENT:** All personal property located in, on or about the Facilities or Premises owned, leased, loaned to, or rented by OVUCC or belonging to others but in OVUCC's custody including but not limited to all musical instruments, furnishings, tables, chairs, audio-visual units, books, supplies, kitchen appliances, table ware, office machines, computers, bulletin boards, and all other such property located in, on or about the Facilities or Premises whether or not specifically listed herein.

**PERSONNEL:** All individuals working for pay or as volunteers on behalf of OVUCC in, on or about the Church Premises and Church Facilities including but not by way of limitation all ministers, staff and OVUCC members.

**OTHER PERSONNEL:** All guests, agents, licensees and invitees of any one of the Personnel authorized either expressly or impliedly to be in, on or about the Facilities or Premises.

The Indemnification:

User agrees to conduct User's activities on the Premises and in the Facilities in a lawful and careful way and in accordance with the applicable conditions, rules and guidelines to which the User has agreed in User's agreement with OVUCC heretofore signed and to which this Addendum is attached and incorporated by this reference. In the event of User's negligent performance of the terms of the agreement or User's acts, failure to act or omission to act, any one of which circumstances results in injury or death to Personnel or Other Personnel or damage to the Premises, Facilities or Equipment, User agrees to, and does hereby, indemnify, defend and save harmless OVUCC, Personnel and Other Personnel and their respective insurance carriers, as their interests may appear whether individually or collectively, from all losses, claims, suits, demands, expenses, subrogation's, attorneys' fees or any actions of any kind arising or alleged to have arisen there from.