

Unitarian Universalist Church of Berkeley

1 Lawson Road, Kensington, CA 94707 PH: 510.525.0391

Wedding Rental Rates

Room(s)	Rate	Duration	Late Out Fee	Security Deposit **
Main building*	\$3600.00	8 hours	\$500.00 /hour	\$500.00
Beyond 8 hrs	\$450.00	Per hour		
Fireside Room	\$160.00	Per hour	\$300.00 /hour	

Capacities	Standing	Seated (theater style)	Seated (at-table)
Main building			
Sanctuary		450	
Atrium	200	175	130
Terrace	175	130	70
Social Hall	250	238	220
Fireside Room	100	72	50

Hours: 8 consecutive hours of choice on Saturday between 10:00 a.m. and 10:00 p.m.; Friday rentals are 2:00 p.m. to 10:00 p.m., Sunday rentals are 2:00 p.m. to 10:00 p.m. Chosen hours include set up and clean up.

Fee includes: Consultation with Rental Manager and Facilities Manager, a scheduled rehearsal, tables and chairs that are set up before the event begins, heavy cleaning after the event; basic sound system and up to 2 facilities staff persons, ample free parking; up to 300 guests. Main building rooms: Sanctuary, Atrium, Terrace, Social Hall, Kitchen; use of Safir Room and Music Room by bridal and groom's parties for dressing.

Late Charges apply to hours in facility beyond those contracted for, or after 10:00 p.m.

Additional items available for rent:

Multi Media Equipment	Fee	Instrument Use with Principal Organist	Fee
Sanctuary Projection Screen	25.00	Weddings (no rehearsal) *	275.00
LCD Projector	45.00	Wedding Rehearsal	100.00
Light Board	45.00		
Sound or Light Operator	90.00	Instrument Use Only	Fee
Portable screen	25.00	Piano	100.00
		Organ ¹	100.00
Sound System Extras:	Fee	Piano Tuning	100.00
Handheld wireless microphone	40.00		
Lavalier wireless microphone	40.00	Social Hall	
Over-the-ear wireless microphone	40.00	Stage – front lip only (head table)	No charge
Sound system for Social Hall	45.00	Pull-down Screen	No charge
2 portable JBL speakers	75.00		
4 portable JBL speakers	125.00	Facilities Staff (1 person per 100 guests)	
CD / DVD player	45.00	Hourly rate	25.00

*UUCB's AGO (American Guild of Organists) Certified Organist retains first right of refusal on all requirements for a keyboardist during services or ceremonies. If you retain a keyboardist other than our principal organist for your ceremony or service and the principal organist is available, you will be required to pay a bench fee of \$100. The bench fee also applies if you plan to use pre-recorded music. Contact the Rental Manager for further details. **Security Deposit: Security Deposit is \$500.00 and payment of Security Deposit is required to reserve your event date. An additional security fee is required for events with over 300 attendees. Contact the Rental Manager for details. Security Deposits are returned within two weeks of the date of event and will be accompanied by an itemized list of charges if less than full refund is issued.

Day-of-Event Liability Insurance is required for all rental events. Amount: \$1,000,000 coverage with Unitarian Universalist Church of Berkeley named as additional insured. The certificate of insurance must be presented at contract signing.

¹ Must be approved for use by Principal Organist or Director of Music.