

Available Spaces and Fees

Sanctuary* \$550.00

The sanctuary seats up to 650 people. There is a center aisle, raised platform and balcony. The sanctuary contains pew seating. A grand piano is available for use by a trained pianist.

Peace Chapel* \$250.00

The peace chapel seats 30-50 people in chairs. There is a stained glass window and door in the peace chapel.

Garden (Education Complex)..... \$250.00

The iron fenced garden contains 3 round tables that each seat 8, in addition to a variety of bench and wall seating. The garden also contains a labyrinth, fountain and paved walkways.

Fellowship Hall \$350.00

The fellowship hall can seat 80-100. A variety of tables including 10 60" round or 16 6' rectangular tables are available for your use. Approximately 60 folding and 45 cushioned chairs are available. The kitchen is adjacent to fellowship hall. Upright piano available.

Auditorium (Education Complex) \$350.00

The auditorium can seat 80-100 people and folding chairs (75 cushioned / 30 not cushioned) are available. Two 6' rectangular and 6 60" round tables are available in this space. The auditorium is adjacent to the Garden and also has a small kitchen. Upright piano available.

* No food or drink allowed in these spaces

These fees include the use of the space for 2 hours. If you need additional time for set-up or cleaning, each additional hour is \$50.00. All additional time must be confirmed at the time of booking.

All fees must be paid in-full, three weeks prior to the date of the event. We require a minimum deposit of \$250.00 to hold your event date. If your event cancels 20 days or less prior to your event the deposit will be retained by UCFW; if your event cancels 21 days or more before the event 20% of the deposit will be retained. (All other monies paid by you will be returned within 30 days of cancellation.)

Members of UCFW receive a 20% discount on facility fees.

Additional Items:

Sound / Lighting Fees:

Sanctuary (sound & lighting) \$100.00
Fellowship Hall (sound only) \$75.00

Note: We can put you in touch with a pianist or soloist but all fees and negotiations for these services should be discussed with each provider directly.

Minister's fee:

Wedding \$200.00
Rehearsal \$75.00
*Wedding - offsite \$250.00
*Wedding & rehearsal - offsite \$350.00
**Additional fees may apply to locations outside Tarrant County.*

Policies:

Unity Church of Fort Worth's buildings and campus are sacred places and require that you treat them as such. The following policies are provided so that the fabric and atmosphere of the facility are maintained.

Wedding Photography:

Weddings can be held in any setting, but the choice of Unity Church of Fort Worth's sanctuary or garden has some distinct implications. We consider the ceremony to be a sacred service where the bride and groom pledge themselves to one another in the presence of God. Our policies regarding photography and videotapes of weddings emerge from this consideration.

No photographer is permitted on the raised area of the sanctuary during any part of the service. The service begins with the seating of the guests 30 minutes prior to the wedding ceremony and ends with the exit of the families.

No flash photos are permitted during the service. Flash photos are allowed before and after the service.

Photographers are allowed to take timed exposures during the service. Photographers are to remain stationary during the service as movement causes disruption of the wedding.

All photography considerations extend to videographers also.

Private Events at Unity

We are pleased that you are considering Unity Church of Fort Worth as the venue for your event.

In order that we may provide the very best service, we ask that you read this brochure carefully regarding fee schedule, policies and other pertinent information about space rental.

If you have any questions please contact the church office, information below.



5051 Trail Lake Dr.
Fort Worth, TX 76133
817.423.2965
www.UnityFortWorth.org



Additional Policies

Equipment:

- You may use the tables and chairs that are available in the space you rent. All tables and chairs must be left in good working condition after use. Please wipe down tables and chairs after meals and receptions.

Kitchen:

- The kitchen counters, floors and all surfaces should be wiped down and mopped at the end of your event. Please remove all items and food - nothing should be left in the refrigerator or kitchen. Trash must be removed and may be taken to the on-site dumpster.

Decorations:

- Floor - for safety nothing may be placed on the floors. This includes rose petals, and runners of any kind.
- Candles - candles must be placed so they are not a fire hazard. All surfaces must be protected from heat and wax. If wax is spilled, you are responsible for its removal or the cost of removal.
- Pews/Walls - No tape, glue, nails, pins or sticky stuff of any kind may be placed on any surface of the church or grounds. No permanent structure of any type may be constructed.
- Flowers - delivery of flowers must be within the time frame that you have rented, and arranged prior to the date of the wedding. All flowers should be in containers which will not damage any surface.
- We do not have storage space for you - all items brought in must be removed at the conclusion of your event.

Use this space as a worksheet to total the fees for your event.

Space # 1 \$ _____

Space # 2 \$ _____

Space # 3..... \$ _____

Additional time ____ hrs \$ _____

Minister 1st choice \$ _____

Minister 2nd choice \$ _____

Sound/Lighting Tech Y_ N_ \$ _____

Total Fees:..... \$ _____

Less Deposit..... \$ < _____ >

Balance Due: \$ _____

Date of Deposit _____

(\$250.00 deposit required to hold date)

Date paid in full: _____

Note: We can put you in touch with a pianist or soloist but all fees and negotiations for these services should be discussed with each provider directly.



Event Information Form:

Event Date: _____ Year: _____

Type of event:

Wedding Wedding & Rehearsal

Wedding / Rehearsal / Reception

Reception / Dinner Birthday / Shower

Workshop / Meeting Other _____

Time:

Time of Event: _____ Total Hours: _____

Church held from: _____ am / pm to _____ am / pm

If Wedding: Rehearsal:

Date _____ Time _____

(If also holding a rehearsal dinner at the church - this will count as a separate event - please fill out two forms)

Space(s) Requested:

Sanctuary Peace Chapel

Garden Fellowship Hall

Auditorium Other _____

Tables / Chairs Requested (list quantity):

Quantities and variety of tables and chairs available in each space are listed under Available Spaces & Fees - check availability with staff to ensure we have what you need.

_____ 60" round table _____ 6' rectangular table

_____ 4' table _____ card table

_____ folding chairs _____ padded chairs

You may choose to rent tables and chairs of your choice through a rental company. Unity's equipment may not be mixed in with rental equipment. Please note this before making your decision to rent furniture.

Return to:

Unity Church of Fort Worth
5051 Trail Lake Dr.
Fort Worth TX 76133
or info@unityfortworth.org

Client / Contact: (the person responsible for engaging church, fees, damages, etc)

Client name _____

Address _____

City _____

State _____

ZIP _____

Home or Cell Phone _____

Work Phone _____

Email Address _____

Client Signature: signature indicates acceptance of liability _____

If Wedding: Bride's full name _____

Bride's contact number _____

Bride's email _____

Groom's full name _____

Groom's contact number _____

Groom's email _____