



Universalist
CHURCH
of West Hartford

Love is the Spirit



Event & Business Rentals

Church Office
433 Fern Street
West Hartford, CT, 06107

Tel: 860-233-3669 ext. 103
Email: finance@westhartforduu.org
Website: www.westhartforduu.org

ROOM RENTAL FEES- 2021

All requests for space must be confirmed by the church office before sending this form.

- A \$50 deposit and signed Building Use and Liability Form will secure your rental space.
- Full payment for the rental is due one week prior to the scheduled event.
- All annual renewal rentals are due in July with new agreement forms signed.
- All events with larger than 25 people are required to remove trash from the church building and placed in the dumpster in the parking lot. Non-compliance could result in a \$100 additional cleaning fee.

ROOM RENTAL FEES						
	Sanctuary	Fiske Hall	Commercial Kitchen	Program Center with Kitchen	Multi-Purpose Room	Parlor, Boardroom, Meditation Room
Maximum Occupancy	400	200	10	100	100	15
ONE HOUR RENTAL						
Member	\$50	\$40	\$25	\$25	\$20	15
Non-Member	\$100	\$80	\$50	\$50	\$40	\$30
PER DAY RENTAL						
Member	\$300	\$250	\$100	\$150	\$150	\$75
Non-Member	\$600	\$500	\$200	\$300	\$300	\$150
STAFFING FEE 4-hour minimum	<i>Required for all events with 75 or more people attending: the staff will lock and unlock the building, help with facility management, provide safety measures, and help direct guests while inside the facility</i>					

* Space is free of charge for church members using the space for non-profit use that supports the mission of the church (contact the [church office](#) for more information.)

* We offer discounted rental fees to non-profit organizations and start-up businesses. See the Congregational Administrator for more details.

WEDDINGS & MEMORIALS

WEDDINGS	M	NM	MEMORIAL SERVICES	M	NM
On-Site Ministerial fee: Meetings, Rehearsal & Ceremony	H	\$550	On-Site Ministerial Meetings & ceremony	H	300
Minister off-site (does not include travel expense)	H	\$550	Minister off-site (does not include travel expense)	H	300
Sanctuary Rental	H	\$400	Sanctuary Rental	H	100
Reception Hall Rental	\$200	\$200	Reception Hall Rental	H	100
Staffing Fee	\$150	\$150	Staffing Fee	\$100	\$100
Organist/Pianist*	\$300	\$300	Organist/Pianist*	\$200	\$200
Soloist	\$150	\$150	Soloist	\$150	\$150
Deposit Due to Reserve Event		\$200	No Deposit Needed for Memorial Services		

M: Member

NM: Non-Member

H: Honorary Donation

**Our Director of Music has first right of refusal for weddings and memorial services.*