

Universalist National Memorial Church

Weddings



Congratulations on your decision to get married!



We are honored that you are considering Universalist National Memorial Church for your special day. We are a liberal, Christian, Universalist congregation in the heart of Washington, DC, with an inclusive vision of the “final harmony of all souls with God.” We welcome non-church members to have their weddings here – including divorced persons, interethnic and interfaith couples, and same-sex couples.

Our “mini cathedral” can accommodate weddings both large (up to 245 attendees) and tiny (just the two of you and your officiant) and every size in between. Our location near Dupont Circle puts many wonderful restaurants and other reception venues within easy reach.

In this brochure, you’ll find the following information:

- Available spaces
- Prices & options
- Policies & procedures

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Spaces

The ideal UNMC space for your wedding will depend in large part on the number of guests you expect and the number of attendants you each will have:

Space	# guests	# attendants
Sanctuary	Up to 200	Up to 6 apiece
Chapel	Up to 45	Up to 2 apiece
Chancel	Up to 20	1 apiece
Parlor	Up to 30	1 apiece

If you book the Sanctuary, you are permitted to use the adjacent Chapel as well. However, some guests in the Chapel will have obstructed views of the ceremony.

Sanctuary & Chapel

With its soaring heights, brilliant stained glass, glittering Chancel, and broad red-carpeted center aisle, the Sanctuary is by far the most popular choice for weddings at UNMC. It can seat up to 200 guests (with the potential for another 45 in the adjoining Chapel) and accommodate large wedding parties.



Occupying the north third of the Sanctuary is the Chapel, with its own small altar. It can seat up to 45 guests and has room for one or two attendants for each of you. When you walk down its aisle, all your guests will be on your right side.

If you choose either the Sanctuary or Chapel, you will have a two-hour block of time on your chosen date for your ceremony and picture-taking, as well as two hours on the previous day for a rehearsal and early placement of decorations. On your wedding day, you will have use of our spacious Parlor and Library as dressing areas for your party.

For late afternoon or evening weddings in the Sanctuary or Chapel, you have the option of lighting the space with candles lining the aisle.

For Sanctuary weddings, we can set up the Chapel altar so that you can display photographs of loved ones who cannot be present for the ceremony and light candles in memory of the dear departed ones.

Chancel

If you have 20 guests or fewer, the Chancel (the altar area of the Sanctuary) offers an intimate, traditional setting. You, your officiant, and up to one attendant each will stand directly in front of the altar, with your guests seated around you in the tiered pews on either side.



The Chancel is available in two different packages:

- The Basic Chancel package is intended to meet the needs of couples who want the simplest and most affordable ceremony in a sacred space. When you choose the Basic Chancel as your venue, you will have the use of the Chancel for one hour on the day of your ceremony, which should be plenty of time for the ceremony and picture-taking. Keeping things simple and affordable, Basic Chancel weddings do not allow for rehearsal time, use of the organ or piano, or dressing areas. Just bring yourselves, your officiant, and a few family and friends, and get married!
- The Full Chancel package gives you the same features as the Sanctuary and Chapel packages – use of the organ or piano and access to our spacious Parlor and Library as dressing areas. You will have two hours for your wedding and two hours the day before, for your rehearsal.

Parlor

Want something more informal? Our pretty, spacious Parlor is a favorite spot for those who want a short, simple ceremony with a few friends and loved ones. Up to 30 people can join you in this room. You will have one hour for your ceremony and picture-taking. No dressing areas are included with a Parlor wedding.

A Note about Accessibility

We regret that our historic building — the first service was celebrated on Palm Sunday 1930 — is not fully accessible. One short flight of stairs leads from the sidewalk into the building, and another, up to the Sanctuary level. Restrooms for wedding guests are located a floor below the main level. While there is an accessible restroom on the main floor, adjacent to the Parlor, it generally is reserved for use of members of the wedding party who are preparing in the Parlor. We will, however, endeavor to make the main floor restroom available to any wedding guests who are unable to navigate the stairs.

Your Ceremony & Officiant

By choosing to be married at Universalist National Memorial Church, you are inviting God to be present at your wedding and in your marriage. Therefore, we trust that you will honor our sacred space with an appropriate ceremony. The actual content of your ceremony will be determined by you and your officiant.

Choosing your officiant, therefore, is one of the most important decisions you will make about your wedding. Your selection also has legal ramifications: When you apply for your marriage license, you must provide the name of your officiant, who must already be registered with the District of Columbia. Only the officiant whose name is on the license can sign it after the ceremony.

Among those whom you may want to consider are our UNMC pastors, both of whom are registered officiants who can spend time with you to craft a ceremony that reflects who you are as a couple, how you have prepared for marriage, and what you want to say to your guests about love and life. Additionally, many local Unitarian Universalist ministers and clergy of other denominations are duly registered, familiar with our sanctuary, and ready to help you prepare for marriage with all its responsibilities and privileges. We especially welcome clergy who have an established relationship of spiritual guidance and support with one or both members of a couple, such as the pastor from your hometown church.

However, we understand that, in this day and age, many people are not members of religious societies and may get their spiritual support from people who are not ordained clergy serving established congregations. Therefore, we do not put any restrictions on who may officiate at a wedding at UNMC. We do make contact with all guest officiants before the wedding and ask them to abide by the policies and rules found at the end of this brochure. Furthermore, we strongly encourage every couple to engage in a conscious period of marriage preparation with either their officiant, a counselor, or some other trusted advisor.

If you select an officiant who is not already registered in DC, that person will need to go through the registration process with the District before you apply for your marriage license. Be sure to allow time for the registration paperwork to be processed.

Officiant fees are not included in your space rental. Officiants, including UNMC pastors, set their own fees, and their compensation is solely a matter between you and your officiant.

For details on obtaining a marriage license and registering as an officiant, visit the DC Courts web site at http://www.dccourts.gov/internet/public/aud_marriage/marriage.jsf.

Altar & Candles

You are welcome to bring flowers or sacred objects to dress the altar. All Sanctuary, Chapel, and Chancel weddings include the use of two oil-filled candles on the altar.

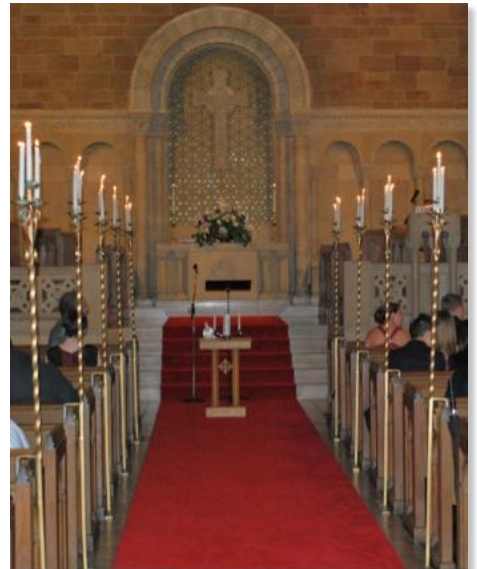
If you are planning a late afternoon or evening wedding and want the romance of a full candlelight ceremony in the Sanctuary or Chapel, we can provide these candle enhancements:

- One or two seven-branched candelabras on the altar
- One or two free-standing seven-branched candelabras
- Three-branched candle holders attached to the pews

The main altar can accommodate two candelabras; the chapel altar, one. The altar candelabras also can be used in a Full Chancel ceremony. Candle enhancements are not available for a Basic Chancel ceremony.

Regardless of which candle option(s) you choose, we will provide the candles and be responsible for lighting them before your ceremony begins.

If you need a small table for communion, sand ceremony, unity candle ceremony, or other ritual, please notify us in advance so that we can have it in place for your rehearsal.



Music & Sound

The acclaimed acoustics inside UNMC are best suited for live music. Some couples choose the traditional sounds of organ or piano, while others book a harpist or string ensemble.

Use of the organ is limited to Sanctuary and Full Chancel weddings. The piano is available for Sanctuary, Chapel, and Full Chancel weddings.

We do not have a sound system for playing recorded music, but can provide microphones for your officiant and readers. You may provide your own sound system for playing recorded music, but we make no representation about how well it will perform in our space. Please bring a long extension cord if you plan to provide your own sound system.

Transportation & Parking

UNMC is located just blocks from Dupont Circle in northwest Washington, DC, in a very walkable neighborhood with excellent public transportation access. We are located just a few blocks from both the U Street (Green & Yellow Line) and the Dupont Circle (Red Line) Metro stations. The Metrobus S2 and S4 lines stop right in front of the church; they connect with ease to Metro's Orange Line.

Couples with many out-of-town guests may want to consider chartering a shuttle to transport family and friends from the event hotel to the church and then on to the reception. That makes it more likely that everyone will get to the church on time!

Occasionally, it is possible to make arrangements with our neighbor across the street, the Scottish Rite Temple, to rent their 50-space parking lot for \$150 per event. If you wish to explore that possibility, please get in touch with us. The Temple does not confirm parking any sooner than two months before the ceremony.

How to Book

Prices and scheduling considerations are given in the following sections. Please also review the Rules & Procedures given at the end of this brochure.

When you are ready to reserve your space at UNMC, please email rentals@universalist.org with the following information:

- Preferred date(s) and time(s) for your ceremony and rehearsal
- Preferred ceremony location (Sanctuary, Chapel, Basic Chancel, Full Chancel, Parlor)
- Names and contact information (phone, email, postal) for each member of the couple and financially responsible party, if someone other than the couple
- Number of guests expected
- Name and contact information for officiant, if known, and wedding planner
- Desired candle options

We provide a worksheet (pages 10-12 in this brochure) that you can use to organize this information and calculate your costs. It is also available as an electronic form.

Once your date is confirmed, you may mail or deliver in person your \$500 deposit check or money order. (For a Basic Chancel or Parlor wedding, payment of the full venue fee and the refundable deposit are required at the time of booking.) If you prefer to pay by credit card, you may use Paypal to send a payment to treasurer@universalist.org. Regardless of whether you pay by check, money order, or Paypal, please put your name and wedding date on the payment.

Your wedding will be officially booked after we have received your deposit and booking form and have put your date on the church's calendar. We will also ask you to sign a contract that details the particulars of your event and the mutual responsibilities of your wedding party and the church.

Scheduling

Many couples book their favorite UNMC space months — even a year — in advance. We accept reservations for Sanctuary, Chapel, and Full Chancel weddings for the months of March through December and Basic Chancel and Parlor weddings year-round. We will consider requests for January and February weddings on a case-by-case basis. The building can be difficult to heat, and we cannot guarantee a comfortable temperature during those months.

We schedule only one Sanctuary, Chapel, or Full Chancel wedding per day; Sunday availability is very limited. However, we also understand that there may be special circumstances, and despite many advance bookings and other events at the church, we do sometimes have space that we can make available on short notice, so please don't hesitate to ask about your preferred date even if you are making plans at the last minute.

For Sanctuary, Chapel, and Full Chancel weddings, you will have two hours for the ceremony (including setup and guest arrival beforehand and photographs afterwards), plus two hours the previous day for your rehearsal and pre-placement of decorations.

Basic Chancel and Parlor weddings allow one hour for the ceremony and picture taking, with no rehearsal.

Prices & Payment

Payment of a \$500 deposit (\$150 for Basic Chancel and Parlor weddings) is required to confirm your date. This deposit is in addition to the space and other fees and will be returned to you after the event, minus any deductions for damages or rule violations (see Policies & Rules at the end of this brochure).

Note that all Sanctuary, Chapel, and Full Chancel weddings during the summer (Memorial Day weekend through Labor Day) carry a \$150 “summer surcharge” because of the need to turn on the air conditioning 24 hours in advance to ensure that the large, open space will be comfortable for you and your guests.

You can use the worksheet on the following pages to calculate your total price and organize the details we need to confirm your booking. It is also available as a computer fillable form that you can return to us via email.

In the table below, weekend prices apply to Saturday, Sunday, and Federal holidays. Weekday prices apply to non-holiday Monday-Friday dates.

In calculating the total price for your event, be sure to include the following:

- Refundable \$500 or \$150 deposit (due at time of booking)
- Space fee and summer surcharge, if appropriate

Full payment of space and option fees is due 60 days before your event. You may make partial payments at any time, as long as the full fees are paid before the 60-day deadline.

Refund Policy

If your wedding proceeds as scheduled, your deposit will be refunded within 30 days, minus any deductions for damages or violations of the policies listed at the end of this brochure.

A full refund of all fees will be made if you cancel your wedding more than 90 days before your event.

If you cancel your wedding more than 60 days before your event but within 90 days, we will refund only the deposit and option fees.

If you cancel your wedding 60 days or less before your event, we will refund only the option fees; all or part of your deposit may be forfeited to make up any balance due.

Pricing Worksheets

Here are some pricing guidelines that will help you estimate the total cost of your UNMC Wedding rental.

1. Determine which space you would like your wedding to take place.

WHERE WILL YOUR UNMC WEDDING TAKE PLACE?		
SPACE	WEEKEND FEE	WEEKDAY FEE
Sanctuary	\$1500	\$1035
Chapel	\$1140	\$775
Full Chancel	\$720	\$515
Basic Chancel	\$160	\$135
Parlor	\$225	\$175
Summer Surcharge	\$150	\$150

2. Determine if you want candlelight & parking

Do You Want Candelabras?	
Aisle Package (each are 7-branched) 9 total	\$130
Altar & Independent candelabras 4 total	\$30 per piece
Will You Need Parking?	
We are usually able to arrange parking kitty corner from UNMC. The fee is \$120.	

3. Now put it all together

	Description	Fee
Space		
Candelabras		
Summer Surcharge		
Parking		
TOTAL		

UNMC WEDDING BOOKING WORKSHEET

Space (choose one)

-
-
-
-
-

Sanctuary
Chapel
Full Chancel
Basic Chancel
Parlor

Ceremony

Date:

Time:

Rehearsal

Date:

Time:

Wedding Party - Contact Information

Name 1

Street Address

City / State / Zip

Email

Phone

Name 2

Street Address

City / State / Zip

Email

Phone

Wedding Planner or Liaison Party

Name (& relationship)	_____
Street Address	_____
City / State / Zip	_____
Email	_____
Phone	_____

Ceremony Details

Number of guests:	_____
Officiant	Name: _____
	Email: _____
	Phone: _____
	Organization: _____
Wedding planner	Name: _____
	Email: _____
	Phone: _____
	Organization: _____
Musician	Name: _____
	Email: _____
	Phone: _____
Candle options	Altar Candelabras: <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> None
	Independent Candelabras: <input type="checkbox"/> One <input type="checkbox"/> Two
	<input type="checkbox"/> or None
	Aisle candelabras: <input type="checkbox"/> Yes <input type="checkbox"/> No

Other ceremony notes

Policies & Rules

1. A church representative will be present during each wedding rehearsal and ceremony to handle facility details and assure the comfort of the wedding party and guests. Please follow their directions on such matters as room assignments, climate control, audio equipment, and building security.
2. You are strongly encouraged to engage a wedding coordinator or to designate a trusted friend or family member to handle such details as directing the rehearsal, preparing a seating plan for honored guests, briefing ushers, and lining up the wedding party for their grand entrance. Because of their facility duties, the church representative cannot take responsibility for these essential tasks but will assist whenever possible.
3. You will need to designate someone to perform a check-out procedure with the Church representative at the end of the event. This may be the wedding planner/coordinator, their assistant, or a trusted family member or friend. During check-out, the Church representative will walk with the designee through the ceremony and preparation spaces and point out anything that needs to be done before departure.
4. No alcohol use is permitted on church premises before, during, or after a wedding rehearsal or ceremony, with the exception of communion or the couple drinking from a common cup. In such instances, wine may be used for that part of the ceremony. **Violations will result in an automatic \$100 deduction from your deposit, and any alcohol other than communion wine will be discarded.**
5. UNMC is a non-smoking facility. **Under no circumstances should guests use the alley behind the church for smoking, out of courtesy to our neighbors. Cigarette butts left on the sidewalks or ground outside the church will result in an automatic \$100 deduction from your deposit.**
6. Each of the spaces within the church has a maximum capacity. If you expect to have close to the maximum number of guests for your contracted space, you must provide ushers to help guests occupy all available seats. If you exceed the maximum capacity, we will do our best to help find places for everyone, but **will deduct \$100 from your deposit.**
7. No real flower petals may be strewn or scattered anywhere in the church building. Synthetic flower petals may be used but must be removed completely by the wedding party or a designated helper. **Failure to remove petals will result in an automatic \$100 deduction from your deposit.**

8. No rice, birdseed, or flower petals, real or synthetic, may be strewn or scattered on the entrance stairs or sidewalk in front of the church. **Failure to comply with this rule will result in an automatic \$100 deduction from your deposit.**
9. Nothing may be fastened to any portion of the church building, fixtures, or furniture by any permanent or semi-permanent means such as tape, sticky gum, etc. Floral pew decorations should be affixed with hooks or ties. **Damages from tape, etc. will be deducted from your deposit.**
10. You must remove décorations and supplies at the end of your event from both the ceremony venue and the preparation spaces that you have occupied, placing trash in the receptacles provided. If you wish to donate flowers to the church for the Sunday service or if you or your vendors need to pick up some things at later time, you must make advance arrangements with the church representative. **Unless such arrangements are made, failure to remove items will result in an automatic \$100 deduction from your deposit, and the items may be discarded.**
11. While the rental fee for weddings covers the cost of custodial services after the event, the Renter is expected to return all spaces to their original condition and place trash and recyclables in the containers provided. **A deduction from the deposit will be made for exceptional cleanup needs, including those detailed in the above paragraphs.**
12. Use of an aisle runner is not permitted.
13. The church's music director will be available to help you plan your music and secure the services of qualified musicians. The organ is available only for Sanctuary and Full Chancel weddings, and only a church-approved organist may play it.
14. No security staff is provided for your event, although the church representative will periodically check the doors, locks, and premises. If you have reason to believe that you will need to hire professional security, you may do so, but you must notify us in advance. The church representative will work together with security staff to make sure you and your guests feel comfortable and relaxed.
15. For the sake of our staff and volunteers who work hard to prepare the church for your ceremony and reception and to clean it afterward, we ask that you adhere strictly to the times you have booked. **If your event runs significantly past the time booked, we reserve the right to make a deduction from your deposit.**

Deposits & Refunds

16. Your deposit will be refunded within 30 days after your event, minus any deductions (for example, see #3-10 & 14 above) and costs associated with damages. **Automatic deductions will also be taken for failure to comply with checkout procedures directed by the church representative.**

17. If you cancel less than 90 days before your event, no refund will be given for venue fees. **If you cancel less than 60 days before your event, your deposit may also be forfeited to pay any balance due.**

Photo Credits

Inclusion in this brochure does not constitute an endorsement or recommendation.

Page 1, 6 – Danny at Marais Studio, www.studiomarais.com

Pages 2 – K. Thompson, www.kthompsonweddings.com

Page 3 – Nicole Crowder

Pages 5 – Jeremy Scoville