

**THE NAHANT VILLAGE CHURCH**  
*An Open and Affirming Congregation of the United Church of Christ*  
**Wedding Services**  
**2020 PLANNING PACKET**

***Congratulations on your upcoming wedding!***

*We are so pleased you are considering the Nahant Village Church as the location to celebrate your special day. We are honored to assist you in this exciting time. There is no requirement that you or your family be a member of this church or any church to have a wedding held here. Similarly, you do not need to have been baptised or confirmed to have your wedding service at the Nahant Village Church. We welcome all people and all family structures including multi-faith families. Below you will find answers to some commonly asked questions, a wedding contract, a wedding planning sheet, and a rate schedule for both wedding ceremonies and on-site receptions.*

*The church office can be reached at:*

27 Cliff St,

Nahant, MA 01908

Phone: (781) 581-1202

Email: [staff.nahantvillagechurch@gmail.com](mailto:staff.nahantvillagechurch@gmail.com)

[Nahantvillagechurch.org](http://Nahantvillagechurch.org)

The church office staff will connect you with a minister to officiate your wedding ceremony.

**COVID-19**

Please be in conversation with the service Officiant in order to discuss precautions and policies regarding the COVID-19 virus and the measures taken to ensure safety of all involved in the wedding ceremony.

**Church Capacity**

The Sanctuary and the Chapel are both available for wedding ceremonies. The Sanctuary seats about 325 people and the Chapel seats about 75 people. Rates for each space can be found on the rate schedule as a part of this packet.

**Officiant**

Wedding ceremonies are officiated by the Minister of this church. After the date and time of the wedding is arranged with the Minister; an appointment should be made for the parties to be married to meet with the Minister. Usually, the Minister meets with the couple two- three times to discuss and plan for the marriage and the wedding service. If a clergy person from another church is to be included in the service, the Minister of this church will extend an invitation to the guest clergy.

**The Rehearsal**

The rehearsal usually takes place a day or two before the wedding, subject to the Minister's schedule. Be sure the time of the rehearsal allows for all members of the wedding party to be present. Typically, you should allow for about an hour for the rehearsal.

### **Music**

You may choose any music appropriate to a church setting, whether contemporary or traditional music. Any questions should be discussed with the Minister or the Organist. The church's organist has first right of refusal for all weddings, meaning that if you have someone else you would like to be your organist, our organist needs to be consulted and offered the regular fee. The organist has a selection of traditional and contemporary music; however, the sheet music for a particular request may have to be supplied by the couple. Should you wish to invite a soloist or instrumentalist(s), they will need to consult with the organist well in advance of the wedding date.

### **Flowers**

All flower arrangements should be in keeping with a service of worship. Please consult with the minister about the placement of floral arrangements. The florist will need to contact the Minister to schedule a delivery time. (Rice or confetti inside or outside the building should not be used.) We ask that all flowers and other items be removed at the end of the service.

### **Photographers/Videographers**

Please ask your photographer/videographer to consult with the minister. Generally, photos and video can be taken as the wedding party enters and leaves the sanctuary, as well as during the service, if it does not distract from or interfere with the service. Similarly, please consult with the minister in advance if you plan to offer the service streamed for family and friends unable to physically attend.

### **The Marriage License**

A marriage license may be obtained from any City or Town in the Commonwealth of Massachusetts, and the license needs to be given to the minister at or before the rehearsal.

### **Use of the Building**

We are a smoke-free facility, so there is no smoking in the building. Also, alcoholic beverages are not to be served or consumed while on the grounds or in the building. Given the historic nature of our building, we ask that food and drink (with the exception of bottled water) be consumed only in Swansburg Hall (the social hall of the church). Thank you for your cooperation.

I/ We \_\_\_\_\_

acknowledge that I/ we have read the Wedding Planning Packet, including the Rates Sheet for booking a wedding service at the Nahant Village Church. The wedding for \_\_\_\_\_ & \_\_\_\_\_ (NAMES OF THOSE GETTING MARRIED)) will be held on: \_\_\_\_\_ (MONTH/DAY/YEAR) at \_\_\_\_\_ (TIME).

We are working with the following wedding vendors (IE photographer, videographer, florist): (NAME, CONTACT INFO).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*As per the Rate Sheet:*

We will be paying \$ \_\_\_\_\_ to the Nahant Village Church for memorial service location and services: (sanctuary or chapel), Winter surcharge (if applicable).

We will be paying \$ \_\_\_\_\_ directly to the memorial service officiant, \_\_\_\_\_.

We will be paying \$ \_\_\_\_\_ directly to the Church Musician, \_\_\_\_\_.

*If holding a reception at the church:*

We will be paying \$ \_\_\_\_\_ to the Nahant Village Church for the use of Swansburg Hall (Hall fee).

We will be paying \$ \_\_\_\_\_ directly to the following Event Coordinator, \_\_\_\_\_.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Mailing Address

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NAMES, AGES, and PRONOUNS OF THOSE GETTING MARRIED:

\_\_\_\_\_  
ARE YOU MEMBERS OF A CHURCH? WHICH ONE?

\_\_\_\_\_  
CHILDREN's NAMES (if applicable):

\_\_\_\_\_  
PARENT's NAMES (if applicable):

\_\_\_\_\_  
(PLEASE NOTE IF THE ABOVE ARE LIVING OR DECEASED)

HYMNS/ SONGS OF IMPORTANCE TO YOU:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

SCRIPTURE/ READINGS/ POEMS OF IMPORTANCE TO YOU:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

WHO WILL BE PARTICIPATING IN YOUR WEDDING CEREMONY?

(WEDDING PARTIES, READERS, THOSE BEING ESCORTED)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

HOW DOES SPIRITUALITY, CHURCH, GOD/ JESUS/ THE HOLY SPIRIT PLAY A ROLE IN YOUR RELATIONSHIP?:

\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE YOU MOST EXCITED ABOUT WITH REGARDS TO YOUR WEDDING AND MARRIAGE? WHAT DO YOU THINK WILL BE CHALLENGING?

\_\_\_\_\_  
\_\_\_\_\_

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**2020 SERVICE RATE SCHEDULE**

***The Nahant Village Church (UCC) desires to assist in facilitating a wedding service that honors your relationship and community. We thank you for choosing the Nahant Village Church as the location to hold your wedding ceremony.***

**All payments may be mailed to:**

The Nahant Village Church  
PO Box 77, Nahant, MA 01908

**Wedding Fees**

A nonrefundable deposit is required to reserve the Church for the wedding. To book the church, please send nonrefundable payments of:

\$150 for the Sanctuary or \$100 for the Chapel made payable to the Nahant Village Church.  
\$300 for the clergy officiant made payable to the Officiating Minister's name.

Please mail payment, with the attached contract, at the time of booking.

The balance for the church, officiant, organist, and sexton fees, is due thirty days prior to the date of the wedding.

**SERVICE LOCATION RATES**

**1. Location of service:**

*(This charge includes rental of space and payment to church sexton)*

<b>Facility</b>	<b>Capacity</b>	<b>Cost</b>
Sanctuary	325	\$375
Chapel	75	\$275

**2. Winter Heat Surcharge – \$ 75**

(If service takes place between Dec 1 - April 30)

*Please pay for all of the above (numbers 1 & 2) in a single check made payable to: The Nahant Village Church*

**PROFESSIONAL SERVICES**

**1. Officiant/Minister – \_\_\_\_\_ \$g00**

*Please make check payable directly to the above named*

**2. Organist/ Music Director - \_\_\_\_\_ \$350**

*Please make check payable directly to the above named*

- If you would like to hold a reception following the service, at the church, please consult the 2020 Reception Rate Schedule.

- The above fees include the church providing printed bulletins for the service and ushers to greet and assist guests.
- We respectfully request that flowers and personal items are removed from the premises following the service.
- Transportation fees will apply for weddings held away from Nahant.
- All fees are on a sliding scale. If you are experiencing financial hardship, please inquire about the sliding scale. We wish to welcome and serve all

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#### **2020 RECEPTION RATE SCHEDULE**

**What follows are the fees for receptions held in Swansburg Hall (the social hall of the church) following memorial services. Swansburg Hall holds 120 people.**

**1. Hall fee (Four hour rental incl. setup and cleanup time)- \$200**

*Please make check payable directly to The Nahant Village Church*

(Please note: Receptions exceeding 4.5 hours in duration incur the following hourly surcharges:

Rental fee: \$60/hour, Event Coordinator: \$30/ hour)

**2. Event Coordinator Fee\*-**

*Please make check payable directly to the event coordinator (name can be provided by the Officiating Minister)*

For fully catered events: **\$125**

For not-fully catered events (with under 75 in attendance): **\$125**

For not fully catered events (with over 75 in attendance): **\$250**

- \*Please note: The Event Coordinator fee is applied to all receptions held in Swansburg Hall in order to be in compliance with area codes and insurance requirements.
- An additional Clean Up Fee of \$75 will be charged if Swansburg Hall and Kitchen are not left in the condition they were found in.
- Please note that table linens *are not* provided by the Nahant Village Church.
- Reminder: No alcohol or tobacco are permitted on church premises.

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**2020 Acknowledgement/ Contract**

We \_\_\_\_\_ and \_\_\_\_\_  
acknowledge that we have read the Wedding Policy and fees packet for booking the Nahant Village Church for our wedding, and that we will be paying \$\_\_\_\_\_ as a nonrefundable deposit to book the church and officiant for our wedding on \_\_\_\_\_  
(MM/DD/YYYY).

The balance of \$\_\_\_\_\_ is due 30 days prior to the wedding date.

We acknowledge that it is our responsibility to obtain a **Massachusetts Wedding License** and to provide that paperwork to the officiant/minister on the date of the wedding rehearsal.

\_\_\_\_\_ and \_\_\_\_\_  
Signatures

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mailing Address