



UNDERWOOD MEMORIAL BAPTIST CHURCH

Wedding Rental Agreement

Wedding Date: _____ Number of Guests: _____

Starting time: _____ AM / PM Finishing time: _____ AM / PM

Ceremony Start: _____ AM / PM

Rehearsal Date: _____ Time: _____ AM / PM

Required Services:

☐ Church Representative
\$200

☐ Damage Deposit \$500
(returned with no
damage)

Check Services Needed:

☐ Minister \$250

☐ Sanctuary \$500

☐ Pianist \$200

☐ Fellowship Hall \$500

Sanctuary and Fellowship Hall prices are for 4 consecutive hours the day of wedding. The rehearsal is 1 hour and included in Sanctuary fee.

Total: \$700

+

Total: _____

Half of above amount is due at the time of signing this contract. The other half plus the \$500 Damage Deposit will be due 30 days before the wedding

Contact Details

Bride's Name: _____ Phone #: _____

Groom's Name: _____ Email: _____

Address: _____

City: _____ Zip Code: _____

Deposit Details

The church must receive a deposit of half the cost of the total facility and custodial fees at the time the wedding is booked. If the wedding is canceled within 30 days of the wedding, the deposit is forfeited to Underwood Church. Receipt of the facility and custodial fees deposit shall constitute your acceptance of all the terms of this agreement.

The remaining balance and separate damage deposit check is due 30 days prior to the wedding. The damage deposit shall be returned to you within 30 days of the wedding if no damage was done to the premises.

Checks for the church should be made payable to Underwood Memorial Baptist Church. Payment for clergy and pianist are to be paid directly to them.

Please mail completed form with deposit to address below:

Underwood Memorial Baptist Church
Attn: Office Manager
1916 Wauwatosa Ave
Wauwatosa, WI 53213



UNDERWOOD
MEMORIAL BAPTIST CHURCH

Wedding Rental Agreement

Terms of Agreement

- Requests must be made online 30 days prior to event.
- Rooms are available for Bride and Groom and their attendants to use/dress in prior to the ceremony.
- Smoking is NOT permitted anywhere in the building.
- Rice, confetti, glitter or seed are not permitted inside or outside the building.
- If the Sanctuary or Fellowship Hall are decorated, those using the facility must remove all decorations immediately following the wedding.
- Candles may be used, but with care. Except for the two candles used to light the wedding candle, all burning candles must remain stationary.
- The kitchen adjacent to Fellowship Hall may be used for serving food, but not for preparation or cooking of food.
- Any variance from these regulations requires prior approval.

We agree to the above terms for our wedding scheduled for _____
Wedding Date

Signature
(Bride)

Signature
(Groom)

Date

OFFICE USE ONLY:

Total Due: \$ _____

Half Deposit Amount: \$ _____

Paid On: _____

Remaining Balance: \$ _____

Paid On: _____

Damage Deposit Paid: _____

Damage Deposit Returned: _____

Church Representative: _____

Church Representative Paid: Yes ☐ No ☐

☐ Copy for Wedding Couple

☐ Copy for Files