INTRODUCTION

We at the First Unitarian Church of Portland are pleased to make our facilities available to our members and friends for weddings and commitment services.* First Unitarian Church is a member congregation of the Unitarian Universalist Association of Boston, Massachusetts. As you consider using our space, please review the following declaration of our purposes and principles:

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement of spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all; and
- Respect for the interdependent web of all existence of which we are a part.

* In this church, we perform both weddings and unions of commitment. When we refer to “wedding” throughout this book, we refer to both.
The First Unitarian Church of Portland has been an important voice for liberal religion in Portland since 1866. The Salmon Street facility, erected in 1924, is our third building and a noted Portland landmark listed on the National Register of Historic Buildings. The Eliot Chapel is one of the finest examples of Georgian Colonial architecture in the state of Oregon. Our sanctuary is serene and graceful — an ideal place for formal ceremonies. The newly built Buchan Building provides a beautiful reception area and courtyard for your wedding. The building is designed to LEED (Leadership in Energy and Environmental Design) standards and has received a LEED Gold rating, the second highest rating under the system.

This booklet is designed to introduce you to our facilities and services, explain our policies and procedures and to anticipate some of the questions you may have. The Wedding Coordinator and other church staff look forward to working with you as you make your plans. We wish you joy, peace and blessings in the days to come!

**FACILITIES AND SERVICES**

**Eliot Chapel:** The historic sanctuary seats **200 people** on the main floor in 26 rows of dark wooden pews. The wall color is a dove gray with light gray-turquoise pew upholstery and gray carpeting. The overall appearance is stately and traditional. Bows or flowers may be attached to the end of the pews, using ribbon only. A pair of table-height candelabra (ask the Wedding Coordinator for details) and brass candle lighters are available for your use on the central table. Floor-height candelabra must be rented from a florist. For music, the sanctuary includes a grand piano, organ, music stands, chairs, electrical outlets, and a microphone.

**Sanctuary (Main Street):** The Sanctuary seats 650 people. Seating is more theater style, with balcony seating as well. The sanctuary is accented with dark wood and gold highlights. There is a beautiful pipe organ and a grand piano.

**Channing Room:** For smaller ceremonies, **30 people or fewer**, the Channing Room may be used instead of the chapel. This classic, tastefully decorated room has shaded windows, brass chandeliers and a decorative fireplace. The general feeling is that of being in a formal parlor. Before a chapel ceremony, the Channing Room may be used as a private gathering place for the ceremony party and family.
Reception Areas: You and your caterer will schedule to meet with our Wedding Coordinator beforehand to plan/review your set up needs for a reception. A sexton (or sextons if necessary) will be assigned for your event. With permission from our Music Dept., the pianos in either Hall are available for use.

- **Fuller Hall**, in our Main Street building, can comfortably accommodate **125 people sitting and 300 standing**. Eight-foot long tables are available for serving beverages and food. Card tables and chairs can be used for seating guests. The overall appearance is functional, with off-white walls and black and white tiled floor. The Art display on the walls of Fuller Hall can not be moved or covered in any way.

- **Buchan Reception Hall**, in our new LEED (Leadership in Energy and Environmental Design) certified Buchan Building, can accommodate **150 seated and 250 standing**. Round tables and chairs can be used for seating guests. There are large windows street-side and windows to the inner courtyard. The ambience is light, spacious and modern. Adjacent to the Buchan reception hall is an outdoor courtyard. This inviting and contemplative space has a built in brick labyrinth and is surrounded by structures on all sides. Weather permitting, this space may also be used.

Kitchen: A staging kitchen, perfect for caterer use, is available in both buildings. Limited refrigerator and freezer space, a stove, an oven, cooking and preparation equipment, and utensils are available for your use. Please ask your caterer to meet with our Wedding Coordinator to view the facilities beforehand. All necessary equipment such as dishes, cups, silverware, punch bowl and cups, trays, and coffee urns are available. We strongly encourage you and/or your caterer to provide all assistants, consumables and linens. Extra charges will be assessed for these services. See additional fees section for details.

Dressing Rooms: Our layout allows couples to avoid seeing each other before the ceremony if desired. The Channing Room is used by the bride’s party and the Nursery is used for the groom’s party. A secure area will be provided to the couple so all valuables can be locked up.
GENERAL PROCEDURES

BEFORE CALENDAR CONFIRMATION
Call the church office, (503) 228-6389, ext. 0, to make an appointment to view the facilities. After viewing the sanctuary and church facilities, check with the church office to see if the date you desire is available. If your date is available, you may reserve the space by paying a $300 deposit for ceremony only, $300 deposit for reception only, or a $600 deposit for ceremony and reception. The deposit is non-refundable for non-members and refundable less $50 for members. Your date will be reserved on our calendar only when your deposit has been received by the office.

At the time you book your date, we will need to know the date and time for both your ceremony and your rehearsal. (It may be possible to change the times if the need arises, however we can not guarantee that.) The office will send your information to the Wedding Coordinator. At this time, you may direct all of your questions to the Wedding Coordinator. You will receive an invoice for the balance of the fees approximately 90 days prior to your ceremony (see page 9 for more details).

If you need to cancel your ceremony for any reason, please call the Wedding Coordinator immediately. The Coordinator will inform the church office.

AFTER CALENDAR CONFIRMATION

The following is a list of points to address once your wedding and/or reception has been confirmed on our calendar.

1) Be sure to contact one of our Music Consultant/keyboardists regarding music for your service. Either pianist Signe Lusk or organist Joe O’Donnell will play for your ceremony, and advise and assist you with any questions. See the “Music Policies” on page 7 for details.

2) Instruct all participants to be at the church 15 minutes before the rehearsal and at least one hour before the ceremony.

3) Designate a friend or family member to be responsible for handling any gifts brought to the church. Refer to the Wedding Coordinator regarding security of items.

4) Attend the rehearsal and finalize arrangements.

5) Enjoy your ceremony!

6) Directly after the ceremony, the couple and their first attendants sign the wedding papers with the minister.

7) If the reception is at another location, designate someone to collect all personal property. Be sure the church is cleared within one hour after the ceremony.
Fees are due 90 days prior to the ceremony. Please make check payable to First Unitarian Church (write “wedding” on the memo line) and mail attention to First Unitarian Offices at 1034 SW 13th Avenue, Portland, Oregon; 97205. See enclosed information pamphlet, “Wedding Rates.”

(Member Rates: For purposes of weddings at the First Unitarian Church of Portland, Oregon, a MEMBER is defined as a person who has been a financial contributor to the church for at least six months immediately prior to reservation of the sanctuary and has signed the membership book. A son or daughter of a member of long standing (five years or more) pays the member rate.)

Cancellation: Deposits are not refundable for non-members. For members, deposits are refundable less $50. If canceling after payment of balance due (billed at 90 days prior to ceremony), balance refund is as follows:
60-89 days = 75%; 30 – 59 days = 50%; 1 – 29 days = 25%.

Additional Fees:
Sexton Assistance
We provide one sexton for your event. If your ceremony or reception is very complex, it may be determined that more than one sexton will need to be hired. Also, if the sexton is required to work additional hours due to weather or other special circumstances, the cost of this service will be added to the total. Additional sexton fees are billed at $20 per hour.

Coffee & Tea Service
Coffee and Tea Service includes regular and decaffeinated coffee, a variety of teas, sweeteners and cream for $1.00 per person for your event.

Linens
We strongly encourage you to make other arrangements for linens. However, white or red round table cloths and white eight-foot long table linens are available for $15.00 each to cover cleaning and handling costs.
POLICIES

- **Sanctuary rental:** Rental of the sanctuary also includes use of dressing rooms (the Channing Room, and one other assigned room) and public areas (restrooms, narthex, etc.) of the main floor of the church. Your access is for a specific time period:
  - **Rehearsal access:** Total of 1 1/2 hours. (Rehearsals generally take one hour.)
  - **Ceremony access:** Total of 3 1/2 hours. (Ceremonies generally last about thirty to forty minutes). Please contact the Wedding Coordinator, not the church office staff, to arrange for delivery of flowers.

- **Reception hall rental** also includes use of the church kitchen.
  - **Reception area access:** A total of 5 1/2 hours. We have 2 reception halls, Buchan and Fuller Hall. If using Fuller Hall, be aware that the Art Wall display can not be moved or covered in any way.

- **Security** issues are a normal part of any large event. Although First Unitarian Church cannot be responsible for stolen articles, we will make every effort to assist in preventing theft. The ceremony party is responsible for securing all gifts brought to the church. The Wedding Coordinator will answer questions regarding how best to do this.

- **Environmentally Friendly Policy** As part of ongoing efforts to make Portland and our world a healthier place to live, work, and do business, The First Unitarian Church works to support environmentally friendly practices. Some guidelines that we practice and encourage you to practice include: using the dinnerware provided in our kitchens as an alternative to plastic ware and paper products, purchasing materials that are recyclable and/or made of recycled content, reduce and recycle waste, and select vendors, caterers and suppliers (ask the Wedding Coordinator for a preferred list) who are willing to meet waste minimization goals.

- **Photographs and video** may be taken anywhere in the church, including the sanctuary. No lights or flashbulbs may be used during the ceremony.

- **Throwing confetti,** rice, flower petals, birdseed, etc., anywhere on the church premises is **prohibited,** except for silk flower petals, which may be used during the ceremony by the flower girl/boy.
Candles are allowed for table decorations only if they are contained by hurricane shades or water base. You are responsible for any wax drips on floors, carpets, furnishings or equipment.

The lectern and pulpit may be moved for a fee of $50 and only under the supervision of the sexton. Please let the Wedding Coordinator know well in advance if you wish this done.

Financial responsibility for any damage to church property sustained during the rehearsal, ceremony or reception by anyone involved in the ceremony – guest or participant – is the sole responsibility of the ceremony couple. You will be billed for any damages, loss, additional services and/or overtime use fees following the event. Please remove all of your items immediately following your function. The church is not responsible for items left behind.

Parking is “on street” parking only. Arrangements for renting the lot on 12th Ave. can be made by contacting U-Park at (503) 221-1666.

WEATHER

In case of inclement weather (ice, snow, flooding) the Wedding Coordinator will confer with the wedding party to determine if the ceremony can proceed safely as scheduled.

OFFICIANTS

Our Ministers are available to officiate your wedding. See the last page of this booklet for their contact information. The church also maintains a list of other area Unitarian Universalist ministers to call upon if one of our ministers is not available for the date of your wedding. You may, of course, provide a minister of your own denominational choosing.


**ALCOHOL POLICIES**

Wine, champagne and/or beer may be served at events at First Unitarian Church, except for before wedding ceremonies. Please refrain from drinking any alcoholic beverages before your wedding ceremony. First Unitarian Church will not assume any responsibility regarding alcoholic beverages. We follow OLCC guidelines, some of which follow. No one representing the church will handle alcoholic beverages in any way, nor do we do allow self-serve bars. We recommend you terminate alcohol service 30 minutes before your reception ends. The OLCC also requires that at least “two different substantial snack foods are available in sufficient quantities to provide a least one serving for each person at the event.” (OLCC examples of substantial snack foods are sandwiches, meats, pizza, soup, fruits and vegetables. Not considered substantial are sweets, cake, chips and nuts. Cheese and crackers are considered fine as long as they are served with another food item.) There are several approaches to serving alcohol at your event:

**A. If you will be providing the alcohol (i.e. not selling, charging or accepting donations for the event or alcohol at the event), then you can either:**

1. **Designate at least two volunteer servers to staff an alcohol table for the duration of your event.** The servers must undergo a mini-training, and read and sign an OLCC “What Every Volunteer Alcohol Server Needs to Know” brochure in order to serve. Keep a copy of the forms and return the originals to the church’s event host. Bring copies of forms to the event, as the OLCC reserves the right to inspect these forms on the spot at the event. Remember, it is a crime to serve alcohol to a minor. Please age-check your younger guests.

OR

2. **Hire a caterer to serve alcohol to your guests.** If your caterer is providing alcohol for your guests, your caterer must provide a copy of their OLCC Server’s License and their Certificate of Liability to serve alcohol to your guests. The church’s Event Coordinator can provide you a list of preferred caterers.

**B. If you are selling, charging or receiving donations for your event and/or alcohol, then you (“the host”) must provide a Temporary OLCC Sales License for the event.** Obtaining a temporary license can take as long as 30 days. Both the City of Portland and the local OLCC Office must approve the application. Each agency also charges a License Fee. You will find an OLCC Temporary Sales License application form at [www.olcc.state.or.us](http://www.olcc.state.or.us) for more information call: 1-800-452-6522
MUSIC POLICIES

♫ Live music Only: No recorded music is permitted in the sanctuary. It is fine to play favorite recorded music at your reception, however.

♫ Wedding Music Consultant/Keyboardist. Be sure to contact one of our Wedding Music Consultants immediately regarding music for your wedding. They are our keyboard players, organist, Joe O’Donnell (503-329-3445) or pianist, Signe Lusk (503-297-5417). Your Music Consultant will play for you (or arrange for a substitute) as well as help you acquire any extra musicians you’d like. Joe or Signe will meet with you to help you choose beautiful and appropriate music for your wedding ceremony. If you desire a pianist or organist of your own choosing, he or she may play only with the approval of your Music Consultant. In such cases, your Music Consultant will still receive his or her regular fee for advising and supporting musical selections and rehearsal.

♫ Extra Musicians: Your Music Consultant maintains a list of vocal and instrumental soloists who are available for your wedding. He or she will function as a liaison between you and any paid soloist should you need assistance. Fees for soloists should be negotiated directly with them in advance.

♫ Accompanying a soloist: Should you choose to hire a soloist, an extra rehearsal with your Music Consultant/keyboardist will be required at an additional fee of $50.

♫ Wedding Rehearsal: The Music Consultant/keyboardist does not normally attend the rehearsal. If a couple wishes him or her to be present, the fee is $50.

♫ Payment of musicians: Please pay your Music Consultant and any extra musicians directly on the day of your wedding ceremony.
The church Wedding Coordinator must be hired for all ceremonies and receptions held at First Unitarian Church and is your main contact with the church. The wedding coordinator’s many duties include:

- Assisting ministers as needed during the ceremony process.
- Meeting at the church with the couple - and reception caterers if applicable - after confirmation of reservation to discuss facilities, equipment, policies, procedures, flowers, decorations, logistics of the ceremony, ceremony etiquette and traditions, and any other practical or personal details.
- Ensuring all equipment and facilities needed by the ceremony party are in good working order.
- Being present at the church for the rehearsal and ceremony. At these times, the wedding coordinator performs the following duties:
  - Opening and closing the building;
  - Ensuring facilities and equipment are in proper condition;
  - Familiarizing participants with facilities and equipment;
  - Assisting minister, ceremony party, musicians, florists, photographers, videographers, other ceremony professionals, and guests;
  - Acting as stage manager;
  - Working with the church sextons (security/custodial staff) to ensure a safe, secure, efficient event;
  - Collecting and distributing ceremony fees if additional to what has been invoiced;
  - Enforcing policies of First Unitarian Church; and
  - Being responsible for the proper use of church equipment and facilities.
- Representing the First Unitarian Church and acting in accordance with its mission statement and Unitarian Universalist principles.

Fees for the Wedding Coordinator are based upon pre-ceremony consultations (by telephone or in person) and preparations, and the number of hours of building access as stated in the Policies section of this brochure. Additional hours must be arranged with the Wedding Coordinator at the rate of $20 per hour.
Many of the following staff members can be contacted by calling the church office, (503) 228-6389, and dialing their extensions (dial 0 for a receptionist):

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone/Extension</th>
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<tbody>
<tr>
<td>Acting Senior Minister</td>
<td>Rev. Thomas Disrud</td>
<td>ext. 11</td>
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<tr>
<td>Social Justice Minister</td>
<td>Rev. Kate Lore</td>
<td>ext. 44</td>
</tr>
<tr>
<td>Facility Manager</td>
<td>Gardner Grice</td>
<td>ext. 43</td>
</tr>
<tr>
<td>Organist</td>
<td>Joseph O’Donnell</td>
<td>(503) 253-3707</td>
</tr>
<tr>
<td>Pianist</td>
<td>Signe Lusk</td>
<td>(503) 297-5417</td>
</tr>
<tr>
<td>Wedding Coordinator</td>
<td>Holli Nicknair</td>
<td>ext. 41</td>
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<tr>
<td></td>
<td></td>
<td>or 971-227-2933</td>
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