THE UNITARIAN CHURCH OF HINSDALE
17 West Maple Street, Hinsdale, Illinois 60521 · Phone: 630-323-2885 · Office ext. 101 · Minister ext. 111
office@hinsdaleunitarian.org www.hinsdaleunitarian.org
1/1/2026

CONTRACT for EVENT RESERVATION

Name of Applicant(s)/Organization _____

Contact Person _____Connection to Event _____

Address_____ City_____ State_____ Zip _____

Phone (indicate preference) (Home)_____ (Work)_____

(Cell) _____ Email(s)_____

Purpose of Event: _____

FACILITES REQUESTED	**DATE(S)**	**TIMES**	**ATTENDANCE**	**FEE**
CHURCH BUILDING				
Sanctuary / Living Room / Grounds	_____	_____	_____	_____
Use of Piano	_____	_____	_____	_____
Living Room only	_____	_____	_____	_____
Alice Warren Room	_____	_____	_____	_____
Kitchen	_____	_____	_____	_____
RE BUILDING				
Joshi Chapel	_____	_____	_____	_____
Classroom(s)	_____	_____	_____	_____
Nursery	_____	_____	_____	_____
****REFUNDABLE CLEANING FEE**	_____	_____	_____	$125

(See page 2 for fees.) **Total Facilities Fee* =** _____

*** Your event may require the services of an On-Site Event Coordinator paid directly to them. See page 2 for details.**
****A $100 non-refundable deposit and a $125 refundable cleaning deposit (using a post-dated check)** are required at the time this application is submitted. Please write two separate checks made out to **The Unitarian Church of Hinsdale.**

Deposit: **$_____** Ck # _____ Bank_____

Cleaning deposit: **$_____** Ck # _____ Bank_____

PLEASE NOTE: Payment for the On-site Event Coordinator(s) should be made directly to the coordinator(s).

Printed name of applicant _____

Signature of applicant _____ Date_____

*Agreed and Accepted: UCH representative*_____ *Date*_____

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RATE INFORMATION

FACILITY	Per Hour	Wedding/ Union	Memorial Service	Child Dedication	Capacity
CHURCH BUILDING					
Sanctuary, Living Room, Alliance Room, Grounds	$100	$500 (Flat Fee)	$500 (Flat Fee)	$100 (Flat Fee)	150-175
Use of Piano	$100 (Flat Fee)				
Rutherford Room only (Living Room next to the Sanctuary)	$50	$100 (Flat Fee)	$100 (Flat Fee)	$50 (Flat Fee)	25
Alice Warren Room and Kitchen	$100				
Setup on Different Day	$50				
Stand-up Reception					160
Meeting or Sit-down reception					80
RELIGIOUS EDUCATION BUILDING					
Joshi Auditorium	$75				50
Classrooms	$50				Varies
Nursery	$20				6 (1 crib)
On-site Coordinator(s) (Required - Fee submitted directly to Coordinators)	$75				
Events Coordinator: Jean Noble - jeannoble03@hotmail.com					
Non-Refundable Deposit	$100 (Flat Fee)				
*Refundable Cleaning Fee (Required)	$125 (Flat Fee)				

*Refundable Cleaning Fee ($125.00):

If you use the facilities in accordance with the provisions of this agreement, the cleaning fee of $125.00 will be returned within 14 days. An express condition of your use of the facilities is that you clean up after yourself and leave the building in a condition at least as good as you found it. If you move furniture or borrow tables or chairs from other rooms, please replace them exactly as you found them. Failure to do so will result in the church keeping this cleaning deposit.

Checks to be written:

_____ **Deposit:** made out to UCH, due at signing ($100); required to hold the date on the Church calendar
_____ **Cleaning deposit:** made out to UCH, due at signing ($125); required to hold the date on the Church calendar
_____ **Balance** (TBD)**:** made out to UCH, due at event
_____ **Event Coordinator:** made out to the Event Coordinator, due at the event ($75/hr)
_____ **Officiant:** (amount TBD) made out to the Officiant, due at the event

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OTHER ARRANGEMENTS AND EXPECTATIONS

- If alcohol will be served, proof of Liquor Liability Insurance coverage must be presented to the liaison at least two weeks prior to the event. Most caterers and bartenders carry this insurance and provide the church with a copy of their coverage; otherwise, any insurance agent can secure this coverage for you.

- There is no charge for the candelabras in the front of the church. You must use dripless candles or have some protection from dripping wax. You provide your own candles.

- Bubbles are recommended, as no rice, confetti or birdseed may be thrown, nor may balloons be released.

- Our piano is tuned every other month. If you want it tuned, you must use our tuner ($85.00).

- If cars will be parked on the marked streets for more than two hours, it is suggested you include a windshield parking notice with your invitations. Your Coordinator will provide you with a master copy, and notify the Hinsdale Police of the scheduled time for your event to end.

- Smoking is not permitted in the church buildings. We ask that smokers not stand in front of the church; butts should be disposed of in temporary containers placed at the lower (southwest) church entrance.

- Children may not be left unattended. Arrangements can be made for childcare.

- There is a locked area in the bride's room. The church accepts no responsibility for any item stored on church property before, during, or after an event.

- Please restrict your activities to the building area(s) you have indicated on the Event Reservation Contract form.

- Please do not disturb student religious education projects or remove them from the room.

- The Minister's Office, Work Room, Reception Office and the Religious Education Office **are strictly off limits and are not to be used under any circumstances by anyone other than your Coordinator.**
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- There is a fee to use the **kitchen** area. It is reserved for adult groups. Youth groups using the kitchen must have direct adult supervision at all times. You may not use the consumables, as these are the property of other tenants. Plan ahead for all supplies you may need.

- First-aid kits are in the church kitchen and all classrooms in the RE building. The church does not assume any liability for treatment of any emergency care situation. In the event of a fire alarm, all parties must exit the building immediately until the HFD arrives. Fire extinguishers are present throughout both buildings. The phone is for emergency use (911) only.

- The person designated as heading the event is responsible for making sure all doors are locked.

- All events must be off the property by 11:00 p.m., including clean-up and departure.

- For matters concerning use of the church facilities, contact the Church Office: 630-323-2885x101 or email office@hinsdaleunitarian.org.

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FAQS

1) Can we write our own ceremony? Yes.
2) Can we have our own minister? Yes.
3) Do we provide our own musician(s)? Yes but we can give you our pianist's information if desired.
4) Does the church have a caterer? No.
5) Who decorates the church? You.
6) Do you have a runner? No.
7) Is there a room for the groom? Yes.
8) Is there an elevator in the church building? Yes.
9) Do we have to be of a certain religious denomination? No.