

Memorial/Life Celebration Rental Packet

(Feb 6, 2023)



Church in the *Wildwood*

WHERE THE MOUNTAINS SHALL BRING PEACE TO THE PEOPLE

wildwooducc.org

719-684-9427

admin@wildwooducc.org

Physical Address:
10585 Ute Pass Ave.
Green Mountain Falls, CO 80819

Mailing Address:
PO Box 26
Green Mountain Falls, CO 80819



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Policies for Use of Church in the Wildwood

Thank you for considering our facility as the location for your Memorial Service or Life Celebration. The Church in the Wildwood is a Christian church in the United Church of Christ. We welcome persons of every race, language, culture, age, sexual orientation, gender, gender identity and expression, physical and mental ability, economic status, and every spiritual background that embraces goodness, life, and wellbeing for all.

Space

- Church in the Wildwood has a variety of spaces both in the building and on the grounds available for your service/celebration: our intimate Garden setting, picturesque open Courtyard, or historic Sanctuary with its beautiful stained-glass windows, original woodwork, organ, and baby grand piano. The spacious Tatter Hall is the perfect reception location for your Memorial or Life Celebration.
- Included in renting a primary space for your Memorial Service or Life Celebration is the use of one of our private Family Rooms: Chapman or Lamb/Rockwell Room. Other spaces in the building may also be rented for a reception or other purposes (see Fee Schedule).
- Set-up and clean-up for your service/celebration must be completed during the contracted space rental time. If other church and event bookings permit, you may arrange to decorate inside normal church business hours, or outside business hours for a fee (see Fee Schedule) to pay for a building host.
- Restrictions apply regarding decorating indoor and outdoor spaces and bringing in or moving furniture and Sanctuary items. We do not allow tape, glue, adhesive, staples, pins, or nails to attach things to the pews, walls or other surfaces. We do not permit throwing or sprinkling any material (real or artificial flowers, etc) inside our facilities or on our grounds. Outdoors, we welcome blowing bubbles as a clean and environmentally safe alternative. The Church has the final say on these restrictions.

Space Seating Capacities

Sanctuary	210
Tatter Hall	185 (seating varies for Theater, Banquet, or Conference style)
Courtyard	50 (seating varies for Theater or Banquet style)
Lower Garden	20
Upper Garden	12



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Officiant

People holding worship services at the CWW have two options:

- You may use our pastor as an officiant (see Fee Schedule). Our pastor will co-create your ceremony with you to fit your family's religious or spiritual views and reflect your culture and character. Our pastor's officiant services include meeting with you in advance to help customize and plan your memorial/celebration, and then coordinating and officiating on the day of your service.
- You may use another officiant at your own expense. Your officiant must contact and be approved by our pastor at least one month before your service date.

Audio Visual

Music does not have to be overtly religious but must reflect the spirit of the event and be approved by our pastor.

- You may use our audio/video system to play pre-recorded music, amplify live instrumental music or vocals, or play a slide show or video. This requires our audio/video technician to operate our system (see Fee Schedule). If you use our audio/video system at all, this is a non-negotiable fee. If you elect to use our system, our technician will work with you to plan and implement your service/celebration and is the final approval on all audio/visual matters.
- You may have your service/celebration live-streamed online and/or recorded for an additional fee using our audio/video technician. Music and video copyright laws apply.
- if they are available on your event date, you may use the services of our church organist/pianist or guitarist for an additional fee (see Fee Schedule). If our accompanists are not available, you will have to provide your own musicians at your own expense.
- You may provide your own organist/pianist at your own expense. If you do not use our sound system and AV technician, you will be responsible for sound equipment and amplification.

Hosts

Building Host: This person will open the building, be present and helpful during your service/celebration, and close the building on the day of your event.



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Other Information and Policies

- Your reservation is confirmed when we receive your deposit of \$200. It will not be refunded if you cancel your event, as we will decline other bookings while we hold your reserved space and time. This deposit is in addition to your event fees (see Fee Schedule), and will be promptly refunded after your event, minus any damages or additional fees incurred during the event. Full payment for your event is due one month before your service/celebration. If your event is on short notice (< 30 days), payment will be due at the time of booking.
- Church in the Wildwood is a sacred space. It is a non-smoking, non-intoxication facility in its entirety. No smoking, use of any cannabis products, use of illegal substances or misuse of prescribed substances is allowed on the premises of the Church in the Wildwood, including the interior of the building, the grounds, and the parking lot. You may smoke in the parking area across the street *when permitted by local fire protection levels*. Local fire conditions and bans may prohibit smoking altogether.
- Church in the Wildwood is a historic wooden structure in a high wildfire fire risk location. Smoking, firearms, combustible or explosive materials, and open flames other than vigilantly attended candles in the ceremony and reception areas are strictly prohibited. Violation of this policy may result in immediate expulsion of violators from the premises and potential cancellation of your event with no refunds.
- Children are valued and welcome at Church in the Wildwood. For everyone's safety, they must be properly supervised at all times in your event spaces, and not permitted to roam the building or grounds unaccompanied.
- After your event, you are responsible for removing all decorations within your rental contract time, unless you contract to return at a mutually agreed upon time for an additional fee (see Fee Schedule). You are responsible for collecting all trash related to your event and placing it in the trash receptacles provided in the building or locked trash enclosure. Due to wildlife, no trash, even bagged or in containers, may be left outside. You are responsible for leaving the space and furnishings in the arrangements and configuration initially set for your event.
- All participants in your event must remain in spaces included in your rental contract and the building common areas (courtyard, entrance lobby, restrooms, etc). If anyone enters and substantially uses other rental spaces, you will be billed accordingly. If you extend the use of our facilities beyond the times of your rental contract, you will be billed for the extra space rental time and for the extended time for the building host.
- It is your responsibility to advise all guests of our policies and you are responsible for the conduct of all people who attend your event.



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Our Alcohol Policy for Events

- For the safety of all, participants who appear to be intoxicated must refrain from participating in the event and must leave the premises.
- Alcohol is allowed only during a reception following the service/celebration. Alcohol is allowed only in the area that is rented for the reception and is never allowed in the primary service space or other indoor and outdoor spaces.
- Alcoholic beverages are limited to wine, beer (no kegs), champagne and hard ciders or seltzers under 12% alcohol. No hard alcohol or spirits are permitted.
- The serving of alcoholic beverages must be tightly controlled by a licensed server or a designated adult who may not consume alcohol. This person must check IDs and refuse service to individuals who appear to be intoxicated. Self-service or service to anyone under 21 years of age is strictly prohibited.
 - If the person designated to check IDs leaves for any reason, another designated person must take their place and continue to check IDs and refuse to service individuals who appear to be intoxicated.
 - The Building Host has the authority to refuse serving alcohol to an individual or stop alcohol service entirely if policies are not followed or an individual appears intoxicated, even if the designated person feels they should be served.
- “Last Call” will be sounded 1 hour before the reception is to end by the Building Host. Once this is announced everyone will have 10 minutes to obtain a last drink. Once those 10 minutes have lapsed, nobody will be served any alcohol.

Church Members

Members of Church in the Wildwood are eligible for reduced space rental and officiant fees. Please contact us for more information.

Additional Arrangements

Additional questions regarding use of the building or services of the church may be answered by emailing our office at admin@wildwooducc.org or calling the church office at 719-684-9427. If no one answers, please leave a message and we will return your call.



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Church in the Wildwood Memorial Rental Fee Schedule

Honoree's Name: _____ Service Date/Time: _____

Required Fees		
		Fee
<p>Security deposit – due at time of reservation.</p> <p>(This deposit will be refunded promptly after your event, less any additional charges you incur beyond your original reservation payment. The deposit is non-refundable if you cancel event).</p>	<p>\$200</p>	
<p>Use of Sanctuary, Family Room</p> <p>Minimum rental is Half Day (up to 4 hours). Full Day is 7am – 10pm. Set-up and clean-up must occur during this window on day of event. An additional hourly rate for a building host will be charged if set-up and clean-up times are on a different day or outside contracted rental times.</p>	<p>Half Day (up to 4 hours) \$700</p> <p>Full day (7am – 10pm) \$1200</p>	
<p>Building Host</p> <p>(Reception may require additional host fee. Building Host opens the building, is present during the event, and locks the building after the event).</p>	<p>Up to 4 hours \$150</p> <p>(1-2 hrs before ceremony, 1 hr during ceremony, 1 hr after)</p> <p>Each additional hour \$40</p>	
<p>Custodial Fee</p>	<p>\$75</p>	
	<p>Total Required Fees:</p>	



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Optional Fees		
		Fee
Reverend Avery as Officiant (Includes up to 2 planning consultations up to 2 hours and officiating of worship service.)	\$400 Additional 1 hr sessions \$75	
Audio Visual Technician (The plan for AV needs must be delivered 2 weeks before event. Livestreaming and recording/editing require additional charges)	Up to 2 hours \$150 Each additional hour \$50	
Church-provided Accompanist (Includes up to 4 hymns/songs and a prelude and postlude if desired. Music must be selected or delivered to accompanist at least 1 month prior to service.)	\$200	
	Total Optional Fees:	

Reception Fees		
		Fee
Tatter Hall Minimum rental is Half Day (up to 4 hours). Full Day is 7am – 10pm. Set-up and clean-up must occur during this window on day of reception. An additional hourly rate for a building host will be charged if set-up and clean-up times are on a different day or outside contracted rental times. Note: Refer to Optional Fees if audio/visual system is required.	Half Day (up to 4 hours)	
	Up to 100 people	\$375
	100 – 180 people	\$475
	Full Day (7am – 10pm)	
	Up to 100 people	\$750
	100 – 180 people	\$850
	Each additional hour	\$90



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Audio Visual Technician	Hourly Rate	\$50	
Building Host	Up to 4 hours	\$150	
	Each additional hour	\$40	
Kitchen Use		\$75	
Custodial Fee		\$75	
	Total Reception Fees:		

Additional Space Rental Fees						
						Fee
Space	Hourly Rate	Min Hours	Min Rate	Daily Rate	Custodial Fee	
Courtyard	N/A	N/A	\$375	\$375 (half day) \$750 (full day)	\$75	
Garden	N/A	N/A	\$375	\$375 (half day) \$750 (full day)	\$75	
Nursery	\$50	2	\$100	\$300	\$40	
*Chapman Rm	\$70	2	\$140	\$400	\$25	
Ponderosa Rm	\$50	2	\$100	\$300	\$25	
Aspen Rm	\$50	2	\$100	\$300	\$25	
Polly Lamb Rm	\$50	2	\$100	\$300	\$25	
Rockwell Rm	\$60	2	\$120	\$350	\$25	
*Rockwell/Lamb	\$80	3	\$240	\$500	\$25	

* Rental of primary service space includes use of Family Room (Chapman or Lamb/Rockwell Rm)

Total (Required, Optional, Reception, Additional Space Fees): _____

Subtract \$200 security deposit paid upon reservation: _____

Total due (30 days prior to event): _____



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BUILDING USE CONTRACT

Upon approval by the church staff, your return of this signed agreement, and our receipt of your deposit, we will book the following space(s):

Date(s) of rental: _____

Name of renting entity: _____

Contact representative: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Type of activity: _____

Estimated # of people (refer to Seating Capacity in **Policies**): _____

Time of service: _____ Arrival Time: _____ Departure time: _____

\$200 Security Deposit / Date Paid: _____

CONDITIONS:

1. As the renting organization or individual, you agree to all terms specified in this Church in the Wildwood Memorial/Life Celebration Rental packet, and all fees designated on your Fee Schedule. You agree to abide by any written changes and clarifications made with Church in the Wildwood representatives.
2. As the renting organization or individual, you agree that you are responsible for the conduct of attendees at your event and for proper care of the facility, grounds, and contents.
3. As the renting organization or individual, you agree that you are financially responsible for any costs related to damages to our property and any additional costs incurred during your event for extra time and space usage and related staffing costs.

Signature of Organization/Individual #1

Date

Signature of Organization/Individual #2

Date

Signature of Church Representative

Date



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BUILDING USE TERMS (Please initial each)

1. _____ I agree to not use any type of tape, glue, adhesive, staples, pins, or nails to attach things to the pews, walls, or other surfaces.
2. _____ I agree to not sprinkle any materials inside or outside the building.
3. _____ I agree to remove all decorations, leftover food, food service items, and personal belongings from the church in the agreed timeframe after the event.
4. _____ I will collect all trash related to the event and place it in trash receptacles provided inside the building.
5. _____ I will leave the space/furnishings in the initial configuration set for event.
6. _____ I will ensure all event participants remain only in spaces included in my rental contract and the building common areas. If use of our facilities is extended beyond the agreed spaces/times, I will be billed according to the Fee Schedule.
7. _____ I will advise guests of church policies and be responsible for the conduct of all people who attend the event, to include the supervision of children, and the proper care and use of facilities and facility contents.
8. _____ If alcohol is served during the event, I will comply with the alcohol policies outlined in the Policies section of this rental contract.
9. _____ I will enforce the church's smoking and substance-use policies, both inside the building and on the grounds.
10. _____ I agree that the audio/visual system will only be operated by the church's audio/visual technician and requires pre-coordination and a pre-arranged fee.
11. _____ I agree to not exceed the seating capacity limits outlined in the contract.
12. _____ I agree that possession of firearms, combustible/explosive materials, and open flames (other than vigilantly attended candles) may result in expulsion from church grounds and potential cancellation of the event with no refunds.

Signature of Group Representative

Date



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Memorial Rental Worksheet

Honoree's Name: _____

Service Day/Date/Time: _____

Setup Date/Time: _____ Cleanup Date/Time: _____

	Primary Contact	Additional Contact	Payment Contact
Name			
Address			
City, State, Zip			
Primary Phone			
Other Phone			
Email			

Anticipated Attendance (see Seating Capacity in **Policies**): _____

Officiant: _____

Building Host: _____

Accompanist: _____

A/V Tech: _____



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Audio-Visual Setup:

Sound: _____

Video: _____

Reception Setup: Banquet Conference Theater-style Other _____

Other Space Requests (See Additional Spaces on Fee Schedule): _____

Ushers/Readers/Speakers/Immediate Family: _____

Caterer: _____

Florist/Decorator: _____

Photographer/Videographer: _____

Service Details (include any guest considerations or special needs):

