

Weddings at The Unitarian Society of Santa Barbara

Facility Information & Rental Fees

Ceremony and Reception

- ☐ Includes use of our Sanctuary*, Parish Hall, Parish Courtyard and our commercial Kitchen (by a Caterer).
*Parish Courtyard or Jefferson Courtyard may be swapped for the Sanctuary as a Ceremony space for Outdoors.
- ☐ Saturday Weddings can be scheduled for up to 10 hours; 12pm to 10pm. (You and your vendors MUST drop-off items and perform your setup within this timeframe! We do provide your vendors one extra hour (from 10pm to 11pm) for takedown, clean-up and move-out. Any use outside of these times may incur additional charges.)
- ☐ Friday and Sunday Weddings can be scheduled for up to 8 hours; 2pm to 10pm (Just like Saturday weddings, we do allocate the time from 10pm to 11pm for vendor move-out).
- ☐ Our "Workroom", just off the Sanctuary, is also included to be used as a dressing room.

Ceremony Only

- ☐ You can choose to have your Ceremony in either the Sanctuary or in Parish Courtyard or Jefferson Courtyard.
- ☐ Rental rates include access to your location for up to 4 hours, including our "Workroom". (Most Ceremonies are booked from 1pm to 5pm, or 2pm to 6pm.)

Reception Only (Maximum number of guests for a Reception is 200)

- ☐ Includes Parish Hall, Parish Courtyard and the Kitchen.
- ☐ A USSB staff member is included for the full duration of your event, which can be up to 8 hours. All receptions must end by 10pm, then vendors get one additional hour to takedown, clean-up and move-out.

Facility Rental Rates

Event	Mon-Thurs	Fri / Sun	Saturdays
Ceremony Only	2,500	3,000	\$4,000
Reception Only	N/A	4,000	\$5,000
Ceremony & Reception	N/A	5,000	\$6,000

Our Capacities

- ☐ The Sanctuary holds up to 285 people.
- ☐ Parish Hall can seat 105 people for dining w/o a dance floor; approximately 75 with a dance floor and 188 for general, theatre-style seating.
- ☐ Parish Courtyard can seat up to 200 people for dining.
- ☐ Standing capacity is 220 for both Parish Hall and Parish Courtyard.
- ☐ Maximum capacity for dining events is 200, even when combining Parish Hall and Parish Courtyard.

Included in Rates

- ☐ Rehearsal time: A 1 hour block of time is included for your rehearsal in our Sanctuary or the Courtyard. This should be scheduled as soon as possible as availability is limited. (Sunday ceremonies cannot have their Rehearsals on Saturdays. Additional Rehearsal time is \$50/ half hour.)
- ☐ A USSB Staff person will be on hand at your event, from setup through move-out, to assist with lighting, sound and general supervision. This same staff member will be at Wedding Rehearsals.
- ☐ A limited number of rectangular tables and chairs will be provided for your use.
- ☐ We can connect your MP3 player for your use. Also included is the use of a wireless microphone and 2 wired microphones.

Available, but not Included in Rates

- ☐ We have very competitive rates for many of the items your Wedding and/or Reception might need, such as...
 - o Table and chair rentals
 - o All inclusive packages which include lighting
 - o Piano rental
 - o [Click Here for the Details](#)

Not Included

- ☐ We do not provide setup or clean-up services unless specifically contracted. It is your vendor's responsibility to leave the rooms as they find them.
- ☐ Our Minister or Organist are not included, but are often available for hire.
- ☐ **We do not provide any Wedding Planning services.**
- ☐ It is your responsibility to decorate (and then remove all decorations) from the areas you have rented, in accordance with our Room Use Guidelines. You will be provided with a Special Request and Decoration form to see if your plans can be approved.
- ☐ Linens, service ware or utensils are not included.

How to Reserve Your Date?

- ☐ Once you select an available date, we will provide you with a one week courtesy hold on that date. In order to secure that date beyond the one week hold, we will need to receive from you within that time frame a non-refundable Reservation Fee of \$500. Along with your Reservation Fee, we will send a contract for the facility rental, which will include the balance due dates, security deposit information and several other rental terms and conditions.
- ☐ If your event will have fewer than 30 guests, please contact us for some possible rate adjustments.

Payment Schedule

- ☐ Reservation Fee: Due within one week of scheduling your date.
- ☐ Balance: Due 6 months in advance of your event. (If your date is less than 6 months away, the full balance is due within one week of scheduling, in lieu of the Reservation Fee.)

Security Deposit and Renter Liability:

- ☐ Renter is solely responsible for all infractions of USSB Rules and contractual terms, including those of its Vendors and guests. USSB strongly recommends that Renter provide a copy of this document and a copy of the USSB Rental Policies and Guidelines to all Vendors for this event.
- ☐ We require a refundable \$1,000 Cleaning/Security Deposit, due 2 months in advance.
 - o These funds are held in case of damage, excessive cleaning needs and/or any unscheduled use, and are separate from and do not apply towards your rental fees.
 - o Your Security Deposit will be refunded (minus any required charges) within 4 weeks of your event. Your liability for damages or unscheduled use is not limited to the amount of your Security Deposit.
 - o Your contract will specify exact payment dates.

Additional Time

- ☐ If you need more time than what is included in our standard rates - and that time is available - it is billed at \$200 per hour, for whatever space you have rented. Please schedule this as early as possible; otherwise it may not be available.

Vendor Rules

- ☐ We highly recommend that you choose a Caterer that is on our Approved Vendor List. However, if you would like to bring in someone different, you must; A) provide us with the name and contact information of the licensed vendor you would like to use, and B) they will need to participate in an on sight walkthrough at least 2 months prior to your event. If they have a current business license and health certificate, and come for a walkthrough, we will most likely approve this caterer.
- ☐ You are required to provide us with the names and contact information for all Vendors you are using, at least 2 months prior to your wedding date.

Wedding Coordinators

- If you are having your Reception here at Unitarian Society, and you will have over 30 guests, then we do require that you retain the services of a Professional Wedding Coordinator. We will need you to provide us with this person's name and contact information at least 90 days prior to your wedding date. We make this a requirement because when a Wedding Coordinator has been hired, that event has demonstrated to not only be planned out much better, but it is also more adept at being able to overcome any unforeseen obstacles that often do occur. If a party fails to hire a Wedding Coordinator as described above, USSB will assess a \$500 fee, as this inevitably requires more of our staff, both in the planning and management of the event.

- You can select a Wedding Coordinator off of our Preferred Vendors List. Or you can hire someone that isn't on our list, but then there would be a certain protocol to go through to approve that Coordinator.

Insurance for Receptions

- ② If you are having your Reception here at USSB, we require that the wedding party take out a \$1 million dollar liability insurance policy and list USSB as an additionally insured party. You can usually get this type of policy from your homeowners or auto insurance provider. However, you can also get this type of policy, and additional wedding coverage if you wish, from a company like www.wedsafe.com, and others like it.
- ② This policy must be provided to USSB at least 30 days prior to your event date.

Cancellations & Refunds

- ② All cancellations must be made in writing. Any Security Deposits received will be returned in full.
- ② If you cancel 180 days or greater from event, you will receive 100% of rental fees paid, minus the \$500 Reservation Fee.
- ② If you cancel 120 days to 180 days from event, you will receive 50% of rental fees paid, minus the \$500 Reservation Fee.
- ② If you cancel 90 days to 120 days from event, you will receive 25% of rental fees paid, minus the \$500 Reservation Fee.
- ② If you cancel with less than 90 days to event, no refund is issued.
- ② A change of date requested within 180 days of the reserved date requires a second \$500 Reservation Fee, pending the new date's availability.

Changing Your Date After It's Booked

- ② If you request a date change greater than 6 months in advance of your wedding date, the change can be granted, based on availability, at no charge.
- ② If you request a date change less than 6 months in advance of your wedding date, and your requested date is available, the request can be granted. However, a \$500 change fee will be assessed, and if you were to subsequently cancel the new date, you would no longer be eligible for a refund of any funds paid to that date. This situation supersedes the standard cancellations policies described above.
- ② Note: The reason for the change fee and revised cancellation policies is that USSB might have been turning away other couples requesting your original date, and as a result of your change, has likely lost the ability to earn revenue on that date.

For more information, please contact Joanie Bear, Facility and Event Coordinator at

joanie@ussb.org / 805-965-4583 x223

Or visit us at www.ussb.org/love

Above Rates were published as of March 1, 2022 but are subject to change until your event is booked.