

FEE SCHEDULE

	Member	Non-Member
Sanctuary	\$200	\$300
Light Reception	\$50	\$200
Full Reception	\$300	\$500

The above general rates are for a morning, afternoon or evening portion of the day, up to four hours and does not include the use of the kitchen appliances which is extra. Please refer to the current **Fee Schedule** (available on our website on our Resource Page) when reserving space.

Rehearsal time is included in the rental fee. A set up time of one hour before and clean up time of one hour after the event are included.

Fees above do not include

- media/sound projection during the wedding in the sanctuary which are contracted with the technician and paid to him/her directly.
- special set up and take down of furniture or equipment
- organist

Please refer to the current Fee Schedule.



First Church
CONGREGATIONAL
Boxford



For more information:
office@firstchurchboxford.org
firstchurchboxford.org/resources-2
978.887.5841
PO Box 326
4 Georgetown Road
Boxford, MA 09121

Joy

that Christ may dwell in
your hearts through faith,
as you are being rooted
and grounded in love.

Ephesians 3:17



WEDDINGS

at

First Church
CONGREGATIONAL

Boxford



We would love

to host your special day here at First Church Congregational, Boxford.

First Church features

- a beautiful, historic New England sanctuary that seats 240
- a pipe organ and piano
- a complete sound system
- a balcony from which to video the ceremony
- a large airy Family Center seating 240 for a reception with a commercial grade kitchen for catering
- the Coggin Room, a smaller venue for lighter refreshments

To follow up your interest, please contact our office for more information, available dates and current fee schedule plus necessary forms for reserving the facilities. The forms are also available on our website's Resource page.



Wedding Guidelines

- Date availability is determined by the First Church master calendar.
- The couple will be put in touch with the pastor at First Church for approval before date confirmation.
- If a rehearsal dinner is to be held at the Family Life Center, regular fees apply.
- The ceremony may be conducted by a pastor other than the pastor at First Church, if the parties agree to adhere to guidelines set by First Church.
- If using candles, please use dripless.
- The use of tobacco and alcoholic beverages is prohibited, as is the throwing of rice, confetti and/or bird seed while on church property.
- Decorations may be used only in the Family Life Center, but nothing should be fastened to the walls using tape, glue, cement, thumb tacks, push pins, self adhesives, nails, screws, or any other fasteners. Decorations may be mounted with poster putty available from the Office Administrator.
- A couple using their own equipment (chair, tables, etc.) or renting any equipment must arrange for a First Church representative to be present when it is delivered and picked up.
- When leaving First Church property, leave it as you found it. Please take your decorations and flowers with you when you leave. If the reception is held at the Family Life Center, please leave the kitchen and dining area clean.

