



## **UNITY CELEBRATIONS GUIDELINES**

Aloha! Welcome to Unity Celebrations. We are honored to assist you in hosting your special event. Unity Church of Hawaii offers two venues for celebrations. Our beautiful sanctuary comfortably seats up to 200 guests and our garden provides an intimate space for up to 30 guests. We offer a loving and accepting environment where you can personalize your celebration on our campus or at off-site locations of your choice. Nontraditional ceremonies are always welcome. Church membership is not required and guest ministers are welcome.

Unity Chapel is highlighted by a beautiful stained glass and lava rock backdrop, a raised koa wood stage, a Baldwin grand piano and sophisticated audio/visual systems for playing CDs or presenting a photo montage. Our secluded open-sided sanctuary, cooled by natural breezes and large overhead fans, is convenient to Waikiki hotels. A small pond, waterfall, flowering trees and gazebo highlight the garden. There is also a partially covered courtyard and full kitchen facilities to accommodate entertaining.

**CEREMONY PACKAGES:** Chapel ceremony packages include all costs and coordination of the facilities, minister, and sound systems for a two-hour period. The garden packages include venue coordination and minister services for a one-hour period. This allows for set up, photos and post ceremony activities. Off-site packages include scheduling and staff coordination services for two hours for areas between Pearl Harbor and Hawaii Kai. Travel fees may apply for events held further away or during rush hour traffic. We encourage you to meet with the minister and coordinator before the wedding date to go over your preferences. No premarital counseling is required. Formal rehearsals, musicians and livestreams are optional and not included in package prices.

**CHRISTENINGS AND BLESSINGS:** Chapel christenings can be held during any of the regular Sunday services at 8:00 am, 9:30 am or 11:15 am, or at private times in the chapel, garden or off-site. Please bring a bag of rose petals, (about 3 flowers worth) for the minister to use instead of water for your christening. All family members are welcome to participate on stage as part of the ceremony. We are also happy to arrange blessings of homes, pets, businesses and personal objects.

**COORDINATION:** Our Celebrations Coordinator schedules your ceremony details with our facilities and staff, supervises chapel and garden events, ensures venue regulations are followed, answers questions about procedures and can refer you to vendors. If you have an event planner, we will coordinate with the planner directly. Your party should make their own arrangements for musicians, florists, dancers and any other services. Please inform the Celebrations Coordinator of all arrangements to ensure a smooth ceremony. You are responsible for obtaining your own marriage license and any beach permits necessary

**AUDIO/VISUAL SYSTEMS:** All chapel ceremonies include the option to use our audio/visual system for ceremonies that request sound amplification. Only the church's authorized audio engineers are permitted to use the sound system. Microphones, a projector and a large overhead screen are also available upon request. There is no sound system available for garden ceremonies. Our technical team may also be available to broadcast your chapel event to friends and family over the Internet via the church website. Please let us know if you are interested in this additional service.

**FOOD AND DRINK:** Food and drinks, other than water, are not allowed in the sanctuary. Smoking and alcoholic beverages are not allowed anywhere on campus. Our lanai, courtyard and kitchen can be rented to host a casual reception when these spaces are available and a local caterer is used. As an additional service, when available, guests can enjoy a continental style hospitality hour for 30 or fewer guests that is arranged by our kitchen staff. The hospitality hour serves coffee, water, fruits and breakfast breads.

**FORMAL REHEARSALS:** Formal rehearsals with the Celebrations Coordinator are optional and are usually scheduled the week before the ceremony. The minister, sound technician and musicians will not be in attendance unless arranged in advance, and additional fees apply. It is important that all participants in the party arrive on time.

**DECORATIONS:** You are welcome to bring flowers, photos or other items to create just the right ambiance to express your style but lighted candles are not permitted. In the sanctuary there are a total of 25 pews. The set up and clean up of decorations is the responsibility of the celebrating party. If you are planning to have a flower shower, you must assign people responsible for cleaning up petals. We do not allow the throwing of rice, birdseed or confetti.

**ATTIRE:** There are no restrictions regarding ceremony attire or photography. Your Unity minister can dress formally (a suit or robe with stole), or informal Hawaiian aloha wear. We suggest that all parties come already dressed for the event. The celebrating party may use the church office or the small private room adjacent to the Chapel for last minute preparations.

**PARKING:** The front parking lot accommodates a maximum of 20 cars. If the parking lot is full, cars can park across the street in the residential area around Diamond Head Circle or in surrounding neighborhoods. There is plenty of additional free parking in Kapiolani Park a few blocks away. Our campus is handicapped accessible.

**SCHEDULING YOUR CELEBRATION:** Office hours are Monday thru Friday 10 a.m. to 4 p.m. Contact our Celebrations Coordinator at (808) 735-4436 or [celebrations@unityhawaii.org](mailto:celebrations@unityhawaii.org). Celebrations may be booked any day of the week, based on availability. Your ceremony can be arranged once we complete a reservation form and receive a \$100 deposit. A written confirmation will be sent when the personnel and facility are booked. At that point the deposit is non-refundable. All remaining fees are due no later than two weeks prior to your event day and before any rehearsal day. Prices are locked in only with a confirmed reservation and deposit. Please make checks payable to Unity Church of Hawai'i. We also accept credit cards and cash at the church office. Please refer to our Celebrations Services list for current packages and prices.

**CANCELLATION:** Please notify our Celebrations Coordinator if you need to cancel your event. Cancellation requests are to be made by fax or by mail. If the date is cancelled prior to 2 weeks, 50% of funds received (excluding the deposit) will be returned. If the date is cancelled less than 2 weeks before the event, no refund will be issued.

**POSSIBLE CHARGES:** Any person using the chapel or grounds agrees to release and indemnify Unity Church of Hawaii from and against any and all claims and liability for personal injury or property damage sustained by any of their party as a result of the activities conducted during the event. Guests using the chapel shall be responsible for any damage caused to the Unity Church of Hawaii campus as a result of their party's activities and for any direct extraordinary custodial fees resulting from use of the facilities.

### **So, What's the Next Step?**

[Contact](#) us to let us know your preferred celebration date, time and location.

Complete a reservation form available at the Church Office or by phone and mail in or deliver your \$100.00 deposit. Shortly after the Church receives your deposit, the Celebrations Coordinator will contact you to discuss the details and to confirm the event with our staff and facilities.

We appreciate your interest in Unity Celebrations, and we are at your service to make your celebration uniquely yours.

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