**St. Paul’s Episcopal Church**

**Guidelines for Use of the Church, Chapel or Labyrinth/Outdoor chapel**

*God has blessed us with beautiful ground and lovely buildings. We are grateful you are considering having your special celebration at St. Paul’s. We look forward to working with you to make your event just what you wish for.*

1. Use of the Historic Chapel, Church or Labyrinth by any individual or group is at the discretion of the Rector (priest) in consultation with the Vestry. In the absence of the Rector, the Senior Warden shall have discretion over the facilities.

2. Use of the spaces must be coordinated through the church office.Contact the Parish Administrator (currently Vanessa) to determine the availability of space at 336-667-4231 or office@stpaulwilkesboro.org. Reservations should be made a minimum of 3 months in advance of the date requested.

3. **Fees.** One half of all donations for use are due to secure the reservation. The balance is due not later than 30 days prior to the date of the scheduled wedding. The following schedule of fees applies:

* $300 for use of the Labyrinth
* $800 for the use of the Chapel
* $1000 for use of the main Church
* $500 for use of the parish hall for 4 hours ($50 each additional hour, $100 to set up the night before.)
* Cleaning fee: A cleaning donation of $150 will compliment use of indoor spaces. St. Paul’s reserves the right to request more if significant clean-up is required.

4. **Cancellation.** If cancellation of a reservation occurs more than 30 days prior to the scheduled wedding, all deposits less $100.00 will be returned. If cancellation occurs 30 days or less prior to the scheduled wedding none of the deposit is returned.

5. **Wedding Customary.** Weddings performed at St. Paul’s Episcopal Church shall be Christian services of worship. Marriage is a living parable of God’s self-giving love in Jesus Christ, the union of Christ with the Church. A wedding is an opportunity to see human love in the context of divine love and to celebrate both. St. Paul’s Episcopal Church does not provide a priest to perform ceremonies. You may bring in your own ordained minister or state licensed person able to perform marriages.

 a. Rehearsal: A rehearsal is not required, but is assumed to be part of the agreement. All parties involved in the wedding should attend the rehearsal and should arrive fifteen minutes before the scheduled rehearsal time. Also, the marriage license should be brought to the rehearsal.

 b. Decorations: **Please note: clamps or tape are not allowed on the pews unless the pews are protected by cloth.** Items such as rice, bubbles and other materials shall only be used outside and shall not leave any lasting marks on creation. All such items shall be properly cleaned up and disposed of immediately after such use. (no sparklers or colored paper that leaves stains) Altar flowers may be an offering to the church, and remain for church services the following day. No decorations shall be fastened or attached in any fashion to any part of the structure of the chapel or church including walls, doors and windows.

 c. Organist: It is the responsibility of the person(s) planning the wedding to contact and make arrangements with the organist or other musicians. The names and phone number of organist/pianists can be obtained through the Church Office.

 d. Photography and Videography: Please advise your photographers of the policies stated herein.

 e. Florist: The Church/ Chapel will be open one hour before the service. If additional time is needed, the church office should be notified during the reservation and planning process.

 f. Supplies: You may provide candles, candelabrum, carpet runners, kneeling benches, or any other wedding supplies that you would like.

 g. Food: No food or beverages are allowed in the Church/ Chapel except the bread and wine for Holy Communion.

 h. Clean Up—it is expected that the family will remove all items brought to the wedding including any and all decorations, leaflets, flowers, gifts and favors. (exception: if altar flowers are being left for Sunday morning.)

6. **Conduct**

* The consumption of alcoholic beverages in the Church, Chapel or on the grounds of St. Paul’s Episcopal Church is prohibited unless express permission is provided by the Rector.
* Smoking is not allowed anywhere on the property.
* Children are always welcome at St. Paul’s Episcopal Church. They must be properly supervised at all times.
	+ If anyone is watching over children separate from the rest of the group, that supervision must include at least two persons over the age of 16, one of which must be over the age of 18 years of age.
* A marriage is a joyous occasion. However, it is also a serious, legal and binding contract which must be executed in accordance with the law. If the bride, groom, or anyone in the wedding party who will be a legal witness to the marriage is under the influence of alcohol or is otherwise judged to be incompetent, the presiding clergy or the St. Paul’s staff have the discretion to stop the ceremony or refuse to allow the intoxicated party to participate in the wedding.

**Statement of Acceptance**

I have read the policies for the use of the St. Paul’s Episcopal Church and agree to abide by them. As well, I agree to be responsible for all persons using the property under this agreement.

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| --- | --- | --- |
| BRIDE/GROOM’S FULL NAME | BRIDE/GROOM’S TELEPHONE NUMBER | BRIDE/GROOM’S EMAIL ADDRESS |
| BRIDE’S/GROOM FULL NAME | BRIDE’S/GROOM TELEPHONE NUMBER | BRIDE’S/GROOM EMAIL ADDRESS |
| BRIDE/GROOM’S COMPLETE ADDRESS | BRIDE’S/GROOM COMPLETE ADDRESS |
| DATE OF WEDDING | WEDDING TIME | DATE OF REHEARSAL | REHEARSAL TIME |
| I (We) have read and agree to all terms set forth in the attached agreement. Further, I (we) hold harmless St. Paul’s Episcopal Church from any and all accidents or injury that would occur on St. Paul’s property. |
| INITIAL DEPOSIT | BALANCE DUE | DUE DATE FOR REMAINING BALANCE |
| BRIDE/GROOM’S PRINTED NAME | BRIDE/GROOM’S SIGNATURE | DATE |
| BRIDE’S/GROOM PRINTED NAME | BRIDE’S/GROOM SIGNATURE | DATE |
| OFFICIANT’S FULL NAME | OFFICIANT’S TELEPHONE NUMBER | OFFICIANT’S EMAIL ADDRESS |
|  |
| ST. PAUL’S APPROVAL PRINTED NAME | SIGNATURE | DATE |
|  |
| DEPOSIT: CHECK NUMBER OR CASH | AMOUNT | DATE |
| BALANCE: CHECK NUMBER OR CASH | AMOUNT | DATE |
|  |
| THIS EVENT PLACED ON THE CHURCH CALENDAR - DATE | INITIALS |