



Wedding Venue Policies for Non-members

Begin the process by making an appointment through the Church Office (512-847-9956) with Jeannetta Watson, Parish Administrator of St. Stephen's Episcopal Church to learn details of usage policy and available dates. If a date is established, the church Wedding Planner will become the contact person.

Space available: Chapel or Church; Brides & Grooms dressing rooms; restrooms only.

Clergy: Not provided by St. Stephen's Church

Pianist/soloist: Provided by wedding party or for a fee contracted directly with St. Stephen's Music Department

Flowers: Furnished by bride and removed at the end of the service. Church will provide information on florists familiar with the chapel

Rehearsal: Same day as wedding or a day ahead if church schedule allows

Reception: Space not available

Fees:

- \$1000 for chapel; \$500 non-refundable deposit at time of booking, balance due one month before wedding date. \$1500 for church, \$750 non-refundable deposit at time of booking, balance due one month before wedding date.
- \$150 to Sexton for three hours on day of service, \$50/hr for additional hours— due one week before wedding.
- AV tech \$75 (\$25 additional if music projected, slide show, etc.)
- \$150 to Wedding Planner for three hours on day of service; \$50/hr for additional hours – due one week before wedding
- If an early rehearsal is scheduled, an additional \$100 will be charged by both the sexton and the planner

Marriage license: The bridal couple must present a Texas Marriage License to the person conducting the ceremony

General usage policies:

- St. Stephen's is a smoke free facility
- No alcohol is allowed on premises
- Chairs, piano and other furniture may not be moved
- No nails, tape, tacks, trellises or ornamentation of altar
- No birdseed or rice inside or outside
- Chapel and restrooms must be cleared of all items brought by wedding party