



# *St. Stephen's*

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## Episcopal Church and School

### WEDDING VENUE ADAPTATIONS FOR NON-MEMBERS

Begin the process by making an appointment with Jeannetta Watson (jwatson@ststeve.org), Wedding Coordinator for St. Stephen's Episcopal Church, to learn details of usage policy and available dates. When a date is established, the church Wedding Planner will become the contact person.

<b>Available Space</b>	Chapel or Church Dressing areas for the Bride, Groom, and attendants Restrooms
<b>Clergy</b>	Not provided by St. Stephen's Church
<b>Pianist/Soloist</b>	Musicians should be provided by wedding party, or for a fee, they may be contracted through the St. Stephen's music ministry.
<b>Flowers</b>	Furnished by wedding couple, and should be removed at the end of the service unless other permissions are obtained. The Church will provide information on florists familiar with the chapel.
<b>Rehearsal</b>	May be held on the same day as wedding, or a day previous to the wedding if the church schedule allows.
<b>Reception</b>	Reception space is not available for non-members.

#### **Fees**

- \$1000 for chapel
  - \$500 non-refundable deposit at time of booking
  - The balance is due one month before wedding date.
- \$1500 for church
  - \$750 non-refundable deposit at time of booking,
  - The balance is due one month before wedding date.
- \$150 to Sexton for three hours on day of service, \$50/hour for additional hours. Fees are due one week prior to wedding.
- AV tech \$75 (\$25 additional if music projected, slide show, etc.)

## WEDDING VENUE POLICIES FOR NON-MEMBERS

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- \$150 to Wedding Planner for three hours on day of service; \$50/hour for additional hours. Fees are due one week prior to wedding.
- If a rehearsal is scheduled on a day other than the wedding day, an additional \$100 will be charged by both the Sexton and the Wedding Planner (\$100 each)

**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

*Please see the requirements provided to members for other relevant information.*