



WEDDING VENUE ADAPTATIONS FOR NON-MEMBERS

Begin the process by making an appointment with Jamie Muras (fayelajam@gmail.com), 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.

Available Space	Chapel, Church, or Outdoor Sanctuary Dressing areas for the Bride, Groom, and attendants Restrooms
Clergy	Not provided by St. Stephen's Church
Pianist/Soloist	Musicians should be provided by wedding party, or for a fee, they may be contracted through the St. Stephen's music ministry.
Flowers	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.
Rehearsal	May be held on the same day as wedding, or a day previous to the wedding if the church schedule allows.
Reception	Reception space is not available for non-members.

Fees

- \$1000 for chapel
 - o \$500 non-refundable deposit at time of booking
 - o The balance is due one month before wedding date.
- \$1000 for Outdoor Sanctuary
 - o \$500 non-refundable deposit at time of booking
 - o The balance is due one month before wedding date.
- \$1500 for church
 - o \$750 non-refundable deposit at time of booking,
 - o 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 \$125

WEDDING VENUE POLICIES FOR NON-MEMBERS

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- \$200 to Wedding Planner on day of service;
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.