

Bride/Groom Last Names _____ Date of Wedding _____

HOLY NAME OF JESUS CATHOLIC CHURCH: WEDDING AGREEMENT

____ The dates and times for my wedding AND rehearsal have been approved by the officiating priest and are listed on the Holy Name Parish calendar.

____ I understand the time frame for use of church on the day of my wedding, and I understand that there may be another wedding or other church activities the day of my wedding, in which case I will cooperate with the church staff to coordinate use of the building.

____ I will designate a member of my family, a friend, florist, usher or wedding coordinator to be responsible for overseeing the cleanup after the wedding. The person(s) I designate is responsible to see that the church is left in the same condition it was before the wedding, both inside and outside. This includes removing any wedding programs (check the pews), paper, flowers, candles, boxes, any outdoor decorations, etc., immediately after the wedding. Any snack food or garbage left by the wedding party should be removed from the building. A dumpster is available on the parking lot right behind the parish hall.

____ Any wedding decorations in the church should be simple, no candelabras in the front or candles in the windows are allowed, and no furniture in the sanctuary may be moved.

____ The taking of pictures and videos should be done discretely in ways that do not distract from the liturgy, i.e. no moving around or flashes in the front of the church during the service. I will be sure my photographer/videographer knows this.

____ There are two dressing Rooms downstairs available for men and women to use, if needed, and I (or someone I appoint) need to check out a key from the parish office the week of my wedding if the rooms are needed.

____ My primary musician needs to be an accomplished musician who is familiar with Catholic weddings, and who is approved by the Holy Name Director of Liturgy.

____ Music of a secular nature is not appropriate for a Catholic church wedding, and I will work with my primary musician to select appropriate music for the service. I understand that this church has a policy against recorded music at weddings.

____ No alcohol is allowed on church property the day of my wedding, and persons under the influence of alcohol or other mind-altering substances are not allowed to participate in the wedding. If either the bride or the groom is under the influence of alcohol or other mind-altering substances, the wedding cannot take place, and the service will be cancelled.

____ The parish and staff of Holy Name of Jesus will not be responsible for any lost or stolen items, so valuables should not be left in unlocked rooms unattended. (The door to the stairwell may be locked during the wedding if needed.)

____ A \$100 refundable deposit is required for all weddings at Holy name Church. The deposit will be refunded only if everything was been cleaned up as specified above, and the key, if checked out, is returned to parish office. The deposit should be paid to the Director of Liturgy, or at the front office with a copy of this signed agreement.

____ I will get my marriage certificate from the court house and drop it off at the parish office at least three work days prior to my wedding (normally by Wednesday the week of the wedding).

Signed: _____

Church Representative

Address

Deposit received ___ Yes Date: _____

Phone Number

Deposit received by: _____