



## **Non-Member Wedding Policy and Fees for the use of St. Mark's Episcopal Church, Richmond, Virginia:**

All fees are payable to St. Mark's Episcopal Church.

### **Timing and Scheduling of your rehearsal and ceremony:**

Requests for non-member weddings are most efficiently handled if submitted no later than six months prior to the wedding date. Later requests will be handled on an as available basis.

A valid Virginia marriage license must be submitted to St. Mark's at least ten days in advance of the ceremony.

By the canons of the Episcopal Church, at least one member of the couple must be a baptized Christian. By tradition the Episcopal Church does not typically schedule wedding ceremonies during the seasons of Lent and Advent.

When one or both of the partners to the marriage have been divorced, specific general church and diocesan guidelines must be followed. Please make this condition known to the Rector of St. Mark's prior to booking the church for your ceremony and we will assist you in meeting these canonical requirements.

### **Church Rental and associated fees includes and entails the following:**

A one-hour rehearsal the Friday before the wedding, 5:30- 6:30pm

Wedding ceremonies will be scheduled for Saturdays to commence no earlier than 2pm and no later than 7pm. The wedding party will have access to the church for one hour prior to the wedding ceremony start time and one hour after its completion.

We do not recommend using the church for dressing or extended preparation prior to the ceremony – bridal party arrival should be no more than one hour prior to the service.

Floral arrangements may be placed on the either side of the main altar and smaller arrangements on the marble steps leading up to the altar. Table top arrangements may also be placed on the table to the right side of the entrance to the sanctuary.

Floral arrangements provided by the wedding party may be left as a donation to the church (and will be acknowledged as such), or removed at the end of the rental period.

Flower arrangement delivery should be scheduled for not earlier than 9am nor later than noon on the Saturday of the wedding ceremony. We will be happy to provide measurements for arrangements to your florist.

No nails, tacks, screws, releasable tabs, or tape of any kind is to be used on the walls, pews or any other surface inside the church.

Nothing is to be attached to any exterior surface of the church building or porch. White ribbon or fabric bows may be tied to the finials of the iron railing along the front porch.

No rice, birdseed, flower petals, confetti, balloons, or other such items are allowed either inside or outside of the church building.

St. Mark's will make every effort to insure that the interior temperature of the church is comfortable for the season, but please recognize that we are a 90 year old building and unpredictable seasonal temperature swings and variations are a challenge to accommodate on a day to day, hour to hour basis.

St. Mark's is not responsible for the security of personal property of any member of the wedding party or guests while on church property.

**Music:**

The musician for the ceremony is to be St. Mark's Director of Music, David Wheeler, or an organist/pianist from his pre-approved list. Other requested musicians must be submitted to Dr. Wheeler for pre-approval three months prior to the rehearsal date. St. Mark's has a list of organists and other instrumentalists should you need assistance in this area.

Musical selections appropriate for the ceremony must be worked out three months in advance of the rehearsal date with Dr. Wheeler, or submitted to him by the musician selected for the service.

Pre-recorded or electronic music is not allowed.

**Payment:**

A deposit is required of \$250 to secure your wedding ceremony time and date, which is non-refundable should you – for any reason - choose to cancel. The deposit will be applied to your total cost of a completed ceremony.

Ceremonies requested with less than six months lead time are required to pay one-half of their agreed upon and/or anticipated rental cost, all of which are non-refundable.

Full payment for an established ceremony is required 30 days in advance of the rehearsal date. Cancellations that occur after full payment will be handled on a case by case basis and any refunds offered will be based on any time and monies devoted to this ceremony, and other events forfeited to hold the date.

Failure to provide full payment 7 days in advance of your scheduled rehearsal will release St. Mark's from any responsibility to host your ceremony. And in this case there will be no refund of deposit or rental fees paid for any services including: altar guild, sexton, and St. Mark's contact fees.

**Conditions:**

St. Mark's Church will be used and returned after use in the same condition it was found prior to the rental period, inclusive of the rehearsal date.

St. Mark's Church, its vestry, staff, and volunteers will be held harmless in any unforeseen event occurring during the rental period.

By entering into this rental agreement the wedding party and all guests agree to indemnify and hold St. Mark's harmless from any claims arising during the rental period.

Wedding ceremonies and preparation must conform to the canons of the Episcopal Church.

In any printed information such as wedding programs, invitations, and public announcements the church is to be referred to as St. Mark's Episcopal Church.

**Photography:**

To preserve the dignity of the sacrament of marriage no flash photography or intrusive positioning of equipment or persons is allowed during the ceremony. Photographs are encouraged either just before, or just after the ceremony.

Unobtrusive video or sound recording may be set up in a manner that will not conflict with the sacramental nature of the service.

**Non-Member Wedding Fees:**

**Required:**

Building Use	\$1500
Altar Guild	\$100
*Musician/music	\$200

\*Our church musician or one from his approved list, or approved by him only

\*Additional musicians will be billed according to their rate.

Sexton/cleaning fee	\$200
St. Mark's Coordinator	\$200

**Optional:**

*Priest Officiant	\$200 (rehearsal and service)
*Pre-marital preparation	\$300 (three sessions of one hour each)

\*Clergy other than that of St. Mark's must be pre-approved by St. Mark's Rector

\* Pre-marital prep other than with St. Mark's Rector must also be so approved