

HOLY SPIRIT CATHOLIC CHURCH
WEDDING RESERVATION FEES and USE AGREEMENT

Wedding Date _____ Name _____

_____ \$150

Reservation/Cleaning Deposit

To be paid by both parishioners and non-parishioners. In order to hold a date for your wedding a deposit is required. If the date is not canceled or changed the deposit will be converted to a cleaning deposit and will be returned to the address below after custodian has checked the church. If additional cleaning is required by the custodian the parish will retain a portion or all of the deposit. If you cancel or change your wedding date, please notify the parish as soon as possible. Other couples may also want to be scheduling that date. If you would like to donate your deposit to Holy Spirit, initial here _____

_____ \$50

Preparation Fee

To be paid by both parishioners and non-parishioners who do their Marriage Preparation here at Holy Spirit.

_____ \$100

Church Coordinator Fee

The Church Coordinator will be present for both rehearsal and wedding ceremony to answer priest's questions and to locate furnishings necessary for the ceremony and to assist with locks and lights.

_____ \$400

Church Use Fee

To be paid by couples who are not members of Holy Spirit Parish. This fee is in addition to the Cleaning Deposit and assists the parish in paying its on-going maintenance and utility expenses.

\$ _____

Donation to Holy Spirit Parish

If you would like to make a donation to the parish please fill in the amount here.

\$ _____

Partial payment paid by _____ check _____ cash _____

Date

Staff Initials
12088

\$ _____

Partial payment paid by _____ check _____ cash _____

Date

Staff Initials
12088

\$ _____

Total paid by _____ check _____ cash _____

Date

Staff Initials # 12088

FURNISHINGS AND DECOR: Our churches are tastefully laid out for any occasion. We discourage as an unnecessary expense and distraction any additional candles, candelabras, pew bows and other decorations. A flower arrangement at the altar is appropriate as long as it does not block the altar. If flower petals are used for the procession they must be silk or other artificial substance. Real rose petals are not allowed. Other flower arrangements should be discussed with the Pastor before being ordered. Church furniture cannot be moved without prior approval by the Pastor.

For safety and insurances reasons, no rice, bubbles or birdseed may be thrown in the church or on the steps and sidewalk outside. Tobacco or alcohol is not permitted on church property.

The use of alcohol, tobacco or any illegal substance on Church property is not allowed. Use of any of the banned items above will constitute the loss of part or the entire the cleaning deposit.

I concur with the terms of this Wedding Reservation Fee agreement.

Signature of Facilities User Phone # Date

Cleaning Deposit to be returned to:

Name

Address

City, State Zip

_____ Do not return Deposit _____ Key returned _____ Return Deposit

Remarks:

Administrator signature _____ Date _____

Deposit returned Date: _____ by _____