

Wedding Use Contract

St. John's Episcopal Church
161 Park Street
Highgate Falls, VT 05459

Names of couple exchanging vows:

Name, phone number, email address and mailing address of applicant (individual who will be the point of contact and for any damage to the space):

Officiant Name (if known): _____

Date of Ceremony: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Anticipated Number of attendees: _____

**Please note: all guests, wedding party, officiant, musicians, etc should be included in this count. This number includes babies and young children, even if being held as it is the number of occupants in a building regardless of age. The church comfortably seats 100 and total number cannot go above 135. **

Fee Schedule: \$500 (Checks payable to St. John's Episcopal Church)
 \$250 deposit required to hold the date/times (**this deposit is non-refundable**)
 \$250 one week prior to rehearsal/ceremony

Please note: This is the fee solely for the use of the church building. Other fees and arrangements for an organist, other musician, officiant etc. are all the responsibility of the applicant.

Guidelines for use of St. John's, Episcopal Church

1. St. John's Episcopal Church and the grounds surrounding it are a smoke-free environment. Smoking in the church and on the grounds is prohibited.
2. St. John's Episcopal Church can hold a maximum of 135 people – if the balcony is used. **(This number includes, and is not limited to, all guests, wedding party, officiant, musicians)**
3. There is an antique hand pump pipe organ in the building. This organ may only be used by the St. John's list of approved musicians. **Availability of the organist and an assistant to pump the bellows, coordination of their fees and rehearsal time on the organ are the responsibility of the applicant.** Other musical instruments that are of a size that is easily transported into and out of the church may be brought in.
4. The church will be available for your use one hour before your rehearsal and two hours before your ceremony. This is when deliveries may be received and a representative from your party must be there at that time to receive those deliveries. If additional time is needed, contact your venue representative to determine if you can gain access to the site for that additional time.
5. Decorations
 - a) Clips (available from florists) may be used to secure flowers to the pews. Tape, tacks, nails, screws and the like **may not be used for any reason** on any surface in the church.
 - b) **No Candles with a live flame may be used in the building.**
 - c) Any decorations brought into the church must be removed when the ceremony is completed.
 - d) No rice, artificial flower petals or paper confetti may be thrown in or outside the church. No balloons may be released due to concern for local wildlife.
 - e) Birdseed, natural flower petals or bubbles are permissible **outside** of the church.
6. Regarding the church proper:
 - a) Electricity is available. There is no running water. There will be a portalet outside.
 - b) There is no phone at the church. Cell phone service in the area can be very limited.
 - c) The building is fully handicap accessible, although assistance will be needed to navigate the ramps.
 - d) St. John's is fortunate to have excellent natural acoustics in the building. However, there is no amplification system available. One may be brought in at applicant's expense and coordination.
 - e) Video recording and photography are allowed inside the church.
 - f) Food and beverages are not allowed in the church.

- g) For safety reasons, **no unattended children are allowed in the balcony.**
- h) The bell is in working condition and may be rung before, during or after your ceremony.
- 7. Parking may occur along either side of Park Street
- 8. Anyone legally qualified to perform a wedding in Vermont (clergy of any faith tradition or Justice of the Peace etc.) may officiate at the ceremony.
 - a) Arrangements are possible for an Episcopal ceremony with the rector of Holy Trinity, Swanton presuming they are available on the requested date and have a minimum of two months notice. Please contact the Holy Trinity Office at 802-868-7185 to be put in contact with the rector to discuss the date, fees, premarital counseling etc.

I have read all conditions regarding the use of St. John's Episcopal Church in Highgate Falls, Vermont in its entirety. I agree to abide by them as a condition of use of the church. ***Note that the church is not reserved for your requested date until this signed contract is returned and the deposit is paid.***

Applicant Signature

St. John's Representative

Date

Date

Please sign one copy of this contract and return with the deposit to: Holy Trinity Episcopal Church, Attn: Wedding Contract; 38 Grand Ave, Swanton, VT 05488