



St. John's Episcopal Church

524 Washington • Grand Haven, MI • 616.842.6260 • stjohnsepiscopal.com

ST. JOHN'S BUILDING EVENT FORM — WEDDING

Please note that no space is reserved until a building deposit of \$250 is received. That deposit will be returned within two weeks of event conclusion, so long as the Parish Administrator confirms that all spaces used were left in their original condition and setup (minor cleaning excepted), no more spaces were used than reserved, and all policies were followed.

This form must be filled out and submitted to the Parish Office, along with your check, no less than 30 days before your event. All fees and donations indicated below should be paid in one check made payable to "St. John's Episcopal Church." It is helpful to write the name and event date on the memo line of the check. As you go through the lines below, you are invited to consider whether you will be using any of our services (altar guild, rector, etc.). If you will be using that service of the church, then you will see the suggested donation for that item.

Your Wedding

Name of Couple _____ Date of Service _____

Name of Officiant _____ Officiant Phone _____

Amount paid _____ Check date _____ Check # _____

Fees & Donations, Required for All	Minimum Gift	Your Amount
Building & Sanctuary Gift – <i>Amount Varies</i>		
➤ <i>Wedding Only in Nave, includes Guild Room for bridal party & downstairs room for men.</i>	\$500	
➤ <i>Wedding & Reception (Kitchen & Timberlake Hall)</i>	\$750	
➤ <i>Entire Building Reserved Solely for Wedding</i>	\$1,000	
Priest's Honorarium	\$300	
Vergers Fund, <i>parish leader present at rehearsal and wedding to assist, answer questions, and help ensure all policies are covered</i>	\$150	
Custodial Costs, <i>for cleaning before & after</i>	\$100	
Administrative Costs, <i>for administrative work</i>	\$100	
Altar Guild Fee, <i>for preparation of worship space</i>	\$100	
Parish Expenses, <i>payroll and other expenses</i>	\$50	
Fees & Donations, Required only if used	Minimum Gift	Your Amount
Organist Honorarium, <i>per service</i>	\$300	
Organist additional time, <i>any rehearsal</i>	\$75 /hr	
Aisle Torches, <i>our costs if used</i>	\$75	
	TOTAL	

Reviewed by Parish Administrator _____ Date _____

Approved by Rector _____ Date _____

Worship God. Be Transformed in Christ. Change the World.

St. John's is a diverse Christian community, following Jesus' teaching through liturgical worship, transformation in the mind of Christ, and the pursuit of reconciliation and justice in God's creation.