



St. John's Presbyterian Church

2727 COLLEGE AVENUE, BERKELEY, CA 94705
(510) 845-6830 fax (510) 845-6837
www.stjohnsberkeley.org

Wedding and Reception Application

Today's date _____

Bride _____

Address _____

City, State, Zip _____

Phone(s) _____

Email _____

Groom _____

Address _____

City, State, Zip _____

Phone(s) _____

Email _____

Rehearsal **Date** _____

Wedding Party Arrival Time _____

Rehearsal Starts _____

Departure Time _____

Wedding **Date** _____

Wedding Party Arrival Time _____

Wedding Starts _____

Departure Time _____

Estimated # of Guests _____

Reception **Date** _____

Prep. Time Arrival Time _____

Reception Starts _____

Departure Time _____

Estimated # of Guests _____

Minister _____

Church _____

Affiliation _____

Address _____

City, State, Zip _____

Phone Number _____

Contracted time begins with the Wedding party's designated arrival time and ends with the Wedding party's designated departure time.

Weddings in the Sanctuary are based on 5.5 hours time for:

- Rehearsal (1.5 hours)
- Before the Ceremony preparation (2 hours)
- Ceremony (1 hour)
- Photograph-taking and Cleanup (1 hour)

Use of the Reception areas are based on 6 hours time for:

- Before the Reception preparation (2 hours)
- Reception (3 hours)
- CleanUp (1 hour)

A Rehearsal booking before 5 p.m. is subject to a \$50 fee.

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Sanctuary & Campbell Room

Rate applies to Weddings for 350 people or less; includes use of 2 microphones, sound booth operator, tables and chairs, two wrought iron candelabras and flower stands, Wedding Coordinator, Organist/Pianist and 1.5 hours of rehearsal time.

	Member	Non-Member
5.5 hour rental	\$300	\$1200
6.5 hour rental	\$350	\$1300
7.5 hour rental	\$400	\$1400
• Minister	\$150	\$300
• Dripless Candles (14 for candelabras)	\$28	\$28

Fireside Room & Kitchen Campbell Room & Kitchen Patio & Kitchen

Rate applies only when Wedding is at St. John's and for 75 people or less; includes use of tables and chairs, and kitchen.

6 hour rental	\$100	\$500
7 hour rental	\$125	\$600

Hunter Hall, Fireside & Kitchen

Rate applies only when Wedding is at St. John's and for 350 people or less: includes use of tables and chairs, portable PA sound system, microphone and stand, Coordinator*, and kitchen.

6 hour rental	\$150	\$700
7 hour rental	\$200	\$800
Add Patio	\$100	\$150

Wedding Coordinator is Kimberly L. Satterfield: evenings (510) 658-9472 or <kashi@value.net>. Our Coordinator will meet with you on your rehearsal and Wedding day, and answers all wedding protocol questions.

Organist and Pianist is Leon Chisholm: day (510) 395-3015 or <leon@stjohnsberkeley.org>. Fee includes: A 1-hour consultation at the church; One 2-hour rehearsal with soloist who will be performing at wedding; Music before, during and after the ceremony; Phone consultations as necessary (does not include attendance at the rehearsal). Please provide a copy of the music.

The **Reservation Deposit** is applied to your fee and is nonrefundable and will not be returned for cancellations. Overtime, damage and special cleaning charges will be billed to your account and deducted from the **Security Deposit**. The Security Deposit will be returned to you within 3 weeks after the Wedding. Rates are good for up to one year after agreement is signed.

For more information, contact Church administrator Nelly Coplan (510) 845-6830, ext 11 or via email at <nelly@stjohnsberkeley.org>.

A. Wedding Ceremony

Sanctuary & Campbell

_____ hours at _____

Minister _____

Organist _____

Dripless Candles _____

Parking Spaces _____

SUBTOTAL \$_____

B. Reception

Elaborate Setups for receptions must be submitted at least 4 weeks before Wedding.

Room(s) _____

_____ hours at _____

SUBTOTAL \$_____

C. Deposits

Due with the completed Wedding Application is the Reservation Deposits.

Reservation \$300

Due 30 days before the Wedding date is the Security Deposit.

A + B SUBTOTAL \$_____

Security Deposit + \$250

TOTAL FEE \$_____

To reserve your space, please send a check for \$550 now (room reservation and security deposit). Balance needs to be paid at least 30 days before the Wedding.

I, _____

(PRINT NAME)

understand that the Reservation Deposit is not refundable and the balance is due 30 days before the Wedding.