



# 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 (3 hours)
- Reception (2 hours)
- CleanUp (1 hour)

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

# St. John's Presbyterian Church

Wedding Application 2013 – Page 2

## WEDDING

### Sanctuary & Campbell Room

Rate applies to Weddings for 325 people or less; includes use of 2 microphones, sound booth operator, tables and chairs, two wrought iron candelabras and flower stands, Wedding Coordinator\*; 1.5 hours of rehearsal time, 4 hours for wedding. (Does not include music stipulations - see inform below)

	Member	Non-Member
5.5 hour rental	\$550	\$1000
6.5 hour rental	\$650	\$1300
addtl hours	\$100	\$150
• Minister	\$250	\$500
• Dripless Candles (14 for candelabras)	\$28	\$28
Add Patio	\$50	\$100
Add Parking	\$ 0	\$5/each

## RECEPTION

### Fireside Room & Kitchen – or – Campbell Room & Kitchen – or – 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. Time includes designated arrival, cleanup, and departure time.

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

### Hunter Hall, Fireside & Kitchen

Rate applies only in conjunction with Wedding at St. John's and for 200 people or less: includes use of tables and chairs, portable PA sound system, microphone and stand, stage, Coordinator. \$100 Security Deposit required for Kitchen

6 hour rental	\$150	\$700
7 hour rental	\$200	\$800
Add Patio	\$ 50	\$100

## DETAILS

\***Wedding Coordinator** is Kimberly L. Satterfield, (510) 658-9472 or <weddings@stjohnsberkeley.org>. Coordinator will answer wedding protocol questions, show you the Sanctuary and Bridal room, and assists on your rehearsal and Wedding day.

### Regarding Music

If you choose only to play CDs, there will not be a fee. If you elect to use our organist, please coordinate the fee with Organist at the time of booking. If you elect to use other musicians, there will be a \$200 fee.

Rates are good for up to one year after agreement is signed. The **Reservation Deposit** is applied to your fee, 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 2 weeks after the Wedding.

### I. Wedding Ceremony

Sanctuary & Campbell  
 \_\_\_\_\_ hours at \_\_\_\_\_  
 Minister \_\_\_\_\_  
 Dripless Candles \_\_\_\_\_  
 Parking Spaces \_\_ @\$5 = \_\_\_\_\_  
 SUBTOTAL \$ \_\_\_\_\_

### II. Music

Fee based on use of the organist, availability of the organist, whether you use live music or CDs (electronic music), or other musicians. To determine fee, please speak with the Wedding Coordinator.

SUBTOTAL \$ \_\_\_\_\_

### III. Reception

Elaborate Setups must be submitted to Coordinator at least 4 weeks before Wedding.

Room(s) \_\_\_\_\_

\_\_\_\_\_ hours at \_\_\_\_\_  
 Kitchen Security Deposit \$100  
 SUBTOTAL \$ \_\_\_\_\_

### IV. Deposits

Reservation \$300  
 Security Deposit + \$250  
**Due with Application = \$550**

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

### TOTALS

I. Wedding \_\_\_\_\_  
 II. Music \_\_\_\_\_  
 III. Reception \_\_\_\_\_  
 IV. (Less Rm. Reservation) - \$300

**BALANCE** \$ \_\_\_\_\_

I, \_\_\_\_\_

( PRINT NAME )

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