



WEDDING CONTRACT

Celebrant 1 name: Celebrant 2 name:

Telephone number: Telephone number:

E-mail address: E-mail address:

Contract mailing address:

Additional contact information:

Wedding package includes:

- * **Use of historic sanctuary**
- * **On-site dressing rooms for both celebrant 1 and celebrant 2**
- * **Organist**
- * **Wedding coordinator**
- * **Brass candelabras**
- * **Altar decorations including cross, Bible, and candles**
- * **Five (5) free parking spaces in the lot next door**
- * **Door security person**
- * **Sound technician**
- * **Custodian**

Rehearsal: day: Date: Start time:

[Rehearsal must be completed within one (1) hour of the rehearsal start time.]

Wedding: day: date: Ceremony start time:

Set-up time: Building departure time:

[Total time in church is 3.5 hours. Building must be cleared by the departure time. Sunday weddings may be available depending on church activities.]

Additional time: hours

[It is possible to extend your contracted time in the building beyond 3.5 hours as the church schedule permits. Each additional hour can be arranged at the cost of \$70 per hour. The need for extended time must be communicated to the wedding coordinator as soon as possible for approval and the cost included in your final payment.]

SIGNATURE

DATE

Wedding Coordinator: Megan Paterson, mpaterson@travispark.org, 954.336.8315 TEL
Travis Park Church • 230 East Travis Street • San Antonio, Texas 78205 • travispark.org

WEDDING FEE SCHEDULE

Rehearsal and ceremony \$2,250.00

Holiday premium \$1,000.00
(i.e. New Year's Eve, New Year's Day)

Additional hours in church ____ x \$70.00 = \$ _____ .00

TOTAL: \$ _____ .00

Outside clergy name:

Outside clergy contact information:

Pre-marital counseling is important for a healthy marriage. Please provide confirmation of work done with outside clergy. Email confirmation Rev. Eric Vogt, evogt@travispark.org, or fax to (210) 226-8344.

Financial Terms:

- * A \$500 deposit is required to schedule a wedding. \$300 of the deposit is applied to the total amount due. \$200 of the deposit is refunded if the wedding party complies with our Tobacco and Alcohol Policy.
- * Balance is due three (3) months before the wedding ceremony date.
- * Fifty percent (50%) of the rental fees, not including the deposit, is refundable before ninety (90) days, and non-refundable within ninety (90) days of the wedding date.

For Office Use Only

Deposit: \$500.00 paid on: _____

Current balance \$ _____ due on _____

CELEBRANT ONE SIGNATURE

DATE

CELEBRANT TWO SIGNATURE

DATE

WEDDING COORDINATOR SIGNATURE

DATE

Wedding Coordinator: Megan Paterson, mpaterson@travispark.org, 954.336.8315 TEL
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TOBACCO & ALCOHOL POLICY

Absolutely NO alcohol or tobacco products shall be brought into and/or consumed inside Travis Park Church. Travis Park Church is a drug and alcohol-free campus. We serve our brothers and sisters in recovery, hosting daily AA meetings throughout the week and through the ministry of Deborah's House. For more information on our ministries look on our website at travispark.org. Possession of alcohol on church property is contrary to the mission of Travis Park Church. Please communicate this expectation to the entire wedding party. Both celebrant 1 and celebrant 2 will be held financially responsible for their wedding party's actions on this account, as noted below.

Tobacco

- * No tobacco products; including cigarettes, electronic cigarettes, and chewing tobacco, are permitted to be used inside Travis Park Church.
- * If you or your guests need to use any type of tobacco product please do so at least 50 feet from the church doors or across the street.

Alcohol

- * No alcohol is allowed inside Travis Park Church under any circumstances.
- * If alcohol is found on church property it will immediately be disposed of, regardless of whether or not it is currently being consumed.
- * If alcohol is consumed on church property, those responsible will be escorted out of the building. Even if the ceremony has not yet taken place, the person(s) responsible will be escorted from the building.
- * Anyone who appears intoxicated may be asked to leave at the discretion of any Travis Park Church employee.
- * Leaving the St. Anthony hotel with an alcoholic beverage purchased at their bar is a violation of San Antonio's open-container law, a Class C Misdemeanor.

Deposit

A two hundred dollar (\$200) refundable deposit is required. This is a portion of the \$500 deposit to save the date. If the Tobacco and Alcohol Policy is followed, the deposit will be returned after the wedding by mail (USPS).

CELEBRANT ONE SIGNATURE DATE

CELEBRANT TWO SIGNATURE DATE

WEDDING COORDINATOR SIGNATURE DATE

Address where you would like deposit mailed after the wedding:

ADDRESS	CITY	STATE	ZIP

Wedding Coordinator: Megan Paterson, mpaterson@travispark.org, 954.336.8315 TEL
Travis Park Church • 230 East Travis Street • San Antonio, Texas 78205 • travispark.org

ADDITIONAL WEDDING POLICIES

- * No use of alcohol or tobacco products is permitted in any part of the building at any time.
- * No wedding rehearsal or ceremony will be performed if any member of the party is under the influence of intoxicants.
- * Chancel (stage) furniture may be moved only by custodial staff and only with prior approval by wedding coordinator.
- * The grand piano cannot be removed from the chancel area.
- * No flower petals, rice, confetti, birdseed, etc., may be thrown inside any part of the building. The only items that can be thrown outside the building must be eco-friendly, safe, and not leave a mess: bubbles, attached streamers, etc. Please check with the wedding coordinator for approval before purchasing items to be used for a send off.
- * Confirmation of premarital counseling done by outside clergy needs to be provided to the wedding coordinator, mpaterson@travispark.org or (210) 226-8341, at least two (2) weeks before the ceremony.

Communion:

At Travis Park Church, Holy Communion is a sacrament. A sacrament is ordained by Christ and serves as a means of grace by which God's love works in us. Holy Communion may or may not be celebrated in a marriage service. If Holy Communion is included in the marriage service at Travis Park Church, the following practices shall be observed:

- * The whole congregation is invited to receive communion.
- * There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion.
- * Travis Park Church will provide necessary means for serving the elements except as noted below.
- * Couples must provide bread and juice, or water. This is in keeping with our church's historic witness of abstinence, our pastoral concern for recovering alcoholics, and our desire to enable participation of children and youth. Any exceptions to accommodate presiding pastors of other traditions shall be at the discretion of the Travis Park Church pastor. A limited number of chalices and trays for individual cups will be provided by Travis Park Church.
- * The communion liturgy, set-up and serving procedures shall be approved in advance of the wedding rehearsal by the Travis Park Church pastor.

INITIALS

WEDDING VIDEOGRAPHER POLICY

Please supply this sheet or a copy to your videographer. The videographer must be identified on your Wedding Information Sheet. Travis Park Church reserves the right to approve the videographer.

- * Church facilities will be opened at _____, contract set up time, on the day of the wedding. There will be additional charges for opening the building early (see fee schedule) and is subject to other building use. Should you wish to use this option, arrangements are required to be made prior to final payment.
- * The videographer may take any shots of the wedding and the wedding party up to thirty (30) minutes prior to the start of the wedding service, and at any time after the clergy leaves the alter area following the service.
- * The videographer may use a portable camera to tape the wedding processional and recessional within the first eight (8) rows nearest the narthex (back of sanctuary).
- * During the remainder of the ceremony, the videographer may record the wedding from the balcony.
- * A camera on a tripod may also be set up on stage left, the spot to be indicated by the wedding coordinator. However, the operator of this camera must be in place when the wedding processional begins as movement in the chancel area disturbs the integrity of the wedding ceremony.
- * It is recommended that the videographer consult with the sound technician about the compatibility of their combined microphone equipment.
- * Videotaping must be done with the lighting as it is in the building. Additional lighting may not be set up.
- * No re-enactment of the wedding service for video purposes is allowed.
- * The videographer shall remove all equipment before the designated departure time. The church will not assume responsibility for the safety of equipment left after the ceremony.

INITIALS

WEDDING PHOTOGRAPHER POLICY

Please supply this sheet or a copy to your photographer. The photographer must be identified on your Wedding Information Sheet. Travis Park Church reserves the right to approve the photographer.

- * Church facilities will be opened at _____, contract set up time, on the day of the wedding. There will be additional charges for opening the building early (see fee schedule) and is subject to other building use. Should you wish to use this option, arrangements are required to be made prior to final payment.
- * Travis Park Church's first priority is to preserve the integrity of the worship service.
- * Flash photography is allowed in the sanctuary or chapel prior to the beginning of the service, and any time after the clergy leave the altar area following the service. The service begins with the family processional.
- * The photographer may take flash photos of the bridal party during the processional and the recessional as long as they remain within the eight (8) pew rows closest to the narthex (back of sanctuary).
- * The photographer should limit movement during the ceremony so as not to distract from the service.
- * The photographer may not take flash photos at any time once the ceremony has begun.
- * The photographer may not take any photos during the ceremony from the main floor of the sanctuary or from the chancel area.
- * The photographer may take time exposure (non-flash) photos from the balcony during the ceremony.
- * It is the responsibility of the bride and groom to inform family and friends that no flash photography is to be taken during the ceremony. If a program is to be printed please include "Please help us preserve the integrity of the ceremony by not taking flash photography during the service"
- * The photographer shall remove all equipment before the designated departure time. The church will not assume responsibility for the safety of equipment left after the ceremony.

INITIALS

WEDDING FLORIST POLICY

Please supply this sheet or a copy to your florist. The florist must be identified on your Wedding Information Sheet. Travis Park Church reserves the right to approve the florist.

- * Church facilities will be opened at _____, contract set up time, on the day of the wedding. There will be additional charges for opening the building early (see fee schedule) and is sub-ject to other building use. Should you wish to use this option, arrangements are required to be made prior to final payment.
- * No church furnishings, including seasonal decorations such as banners, may be moved without written approval of the wedding coordinator.
- * No tacks, pins, nails, screws, or glue will be used to fasten decorations to furniture or walls. Tape should not leave a mark when removed.
- * If candles are used they must be drip-less. The floor and furniture under the candles must have a protective covering. If using Travis Park Church's candelabras, the drip-less candles will be provided at no extra cost.
- * No candles or lamps may be used outside the communion rail. No candles or lamps may be placed down the aisles of the sanctuary or chapel.
- * No fresh flower petals may be thrown inside the building.
- * Decorations should not obscure the significance of the wedding service or the church sanctuary. The altar, including the cross and candles, may not be reset or rearranged without the consent of the wedding coordinator/pastor. Floral arrangements and other decorations should not be of such size or shape as to obscure the liturgical integrity of the altar or worship space.
- * The florist or wedding party shall remove all decorations and equipment before the designated departure time. The church will not assume responsibility for the safety of equipment left after the ceremony.
- * The bridal couple often requests to leave the wedding flowers for use in Sunday morning worship. This desire will be accommodated if it does not interfere with previously scheduled floral decoration. Arrangements should be made through the wedding coordinator one week prior to the wedding date.

INITIALS

IMPORTANT WEDDING INFORMATION

This page is for your use only, to help in your organization for the event.

CELEBRANT NAMES

Celebrant 1: _____ Celebrant 2: _____

WHEN

1. Ceremony date: _____ time: _____

ATTENDANCE

2. How many guests do you expect at the ceremony? _____

MUSIC CONTACT INFORMATION

If you would like to use the Travis Park Church organ, it is important for you to contact Ms. Lana Potts as soon as possible at lpotts@travispark.org to make arrangements.

Pianist: _____ Email: _____ Tel: _____

Vocalist: _____ Email: _____ Tel: _____

Other musicians: _____ Email: _____ Tel: _____

What song(s) will be sung? _____

Instrumentalist: _____ Email: _____ Tel: _____

READER (S)

Will you have a reader? Yes No What passage(s) will be read? _____

FLORIST

Florist: _____ Email: _____ Tel: _____

What time will the florist deliver to the church? _____

The florist will provide: _____

CANDELABRAS

Will you be using our candelabras? (Provided at no cost) Yes No

Will you be using a unity candle? (Provided by the couple) Yes No

PHOTOGRAPHY

4. Photographer: _____ Email: _____ Tel: _____

VIDEOGRAPHY

5. Videographer: _____ Email: _____ Tel: _____

GUEST MINISTER

Name: _____ Email: _____ Tel: _____

Church affiliation: _____

WEDDING PLANNER

Name: _____ Email: _____ Tel: _____

PROGRAM/BULLETIN

Please include this notice in an appropriate place in your program:

GREETER

Who will greet guests and hand out programs? _____

SPECIAL TRANSPORTATION

Will you have any type of special transportation? Yes No If so, what type? _____

What time will the transportation arrive? _____

RECEPTION

Where will your reception take place? _____

NAVARRO CORNER TOWER

Will the Travis Park Church Tower on the corner of Navarro and Travis Streets be used as a bridal party entrance? Yes No Will the Navarro Tower be used for the bride and groom exit? Yes No

NOTE: Wedding guests will enter and exit through the doors on Travis Street. If the reception is held at the St. Anthony Hotel, guests will enter through the doors on Travis Street, and exit through the Navarro Tower doors.

TRADITIONS

Are there any special traditions you will be observing during your ceremony? If so, please explain.