



## ST. MARK'S EPISCOPAL CHURCH CAPITOL HILL

3<sup>rd</sup> & A Streets, SE

Office & Mailing Address: 118 3rd Street, SE • Washington, DC 20003

Phone: 202.543.0053 • Fax 202-546-3695 • [www.stmarks.net](http://www.stmarks.net)

### Holy Matrimony Application Package

*Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. In the Episcopal Church it is required that at least one of the parties is baptized and that the marriage conforms to the laws of the State and of the Episcopal Church.*

Please ensure that you are aware of and meet the following requirements:

**FIRST, Meet with the Clergy** to discuss your wedding plans and your relationship with the church. The wedding, as a public covenant, signifies your commitment to each other and to a faith community. Therefore, those seeking to solemnize such a commitment in the church are to be members of the parish community. (Unless otherwise approved by the Rector of St. Mark's Episcopal Church, weddings are conducted for members or those who wish to become members.) The scheduling of your wedding is subject to the parish and clergy calendars. St. Mark's clergy will officiate. Other clergy may be invited by St. Mark's clergy to assist.

#### Episcopal Church Requirements Concerning Holy Matrimony

- The ceremony is confirmed by at least two witnesses.
- Thirty (30) days notice is required prior to the wedding.
- At least one of the parties to the marriage must be baptized.
- Both parties sign a Declaration of Intention in the presence of the clergy (see attached form).
- When one (or both) parties to the proposed marriage is (are) divorced, then:
  - There are to be at least three (3) months between the first consultation with the clergy and the wedding. (After consulting with the couple, the clergy make a written request, accompanied by written evidence of the final divorce decree, to the Bishop of Washington for permission to officiate at the wedding. The Bishop requires at least one (1) month to render a decision.)
  - At least one (1) year is to have elapsed between the date of the final divorce decree and the date of the proposed marriage. If the final divorce decree has been preceded by a lengthy separation, this requirement *may* be waived. However, under no circumstance should there be an application for marriage before the final divorce decree.

**To obtain a Marriage License**, visit the District of Columbia Marriage License Bureau (500 Indiana Avenue, NW, Room 4485; 202.879.4840. Days/Hours: Monday-Friday, 8.30 AM-5.00 PM. (<http://www.dccourts.gov/dccourts/superior/family/marriage.jsp>))

**Pre-Marital Preparation** is required and has two components, premarital *counseling* and premarital *instruction*. Please arrange for premarital counseling from licensed therapists approved by the St. Mark's clergy. The couple shall take part in an *Imago* weekend or equivalent process. Premarital instruction, which will be provided by the clergy, focuses on the biblical, theological, and liturgical aspects of Christian marriage.

**The Wedding Rehearsal** customarily is held the day before the wedding. The rehearsal is approximately 45-60 minutes in length. It is suggested that you have a written plan for how you want the service to unfold, including seating for family and the positioning of attendants.

**The Wedding Ceremony** is found in *The Book of Common Prayer* beginning on page 423.

**Photography and videography** during the wedding service are limited. Please coordinate with the officiating clergy before the ceremony as to placement of cameras and lighting. Unless the officiating clergy agrees to other arrangements, photography and videotaping are permitted only with the use of available light. It is requested that your wedding program contain the advisement against the use of flash photography during the ceremony. Portions of the service may be reenacted after the wedding ceremony without limitation on photographic lighting.

**Attached Forms:**

- Wedding Application
- Reception Space Rental Agreement
- Declaration of Intention
- Terms and Conditions for Building and Facility Use
- Altar Guild Worksheet
- Wedding Music Worksheet
- Set-Up and Clean-Up Worksheet
- Kitchen Use Policy

Please sign and return the *Wedding Application* with the applicable fees to the officiating clergy at the parish offices: 118 Third Street, SE, Washington, D.C. 20003-1007. The fees are payable by check to St. Mark's Episcopal Church with the purpose noted in the memo line.

If you desire to rent portions of St. Mark's property for a post-ceremony reception, please also sign and return the separate *Reception Space Rental Agreement* section with the applicable fees, also payable to St. Mark's Episcopal Church with the purpose noted in the memo line.

Please make appointments with (using the appropriate form) the Altar Guild representative (Altar Guild Worksheet), the Director of Music (Wedding Music Worksheet), and the Maintenance Contractor (Set-Up and Clean-Up Worksheet). While there is no fee for the services of the Altar Guild representative, the Director of Music and the Maintenance Contractor charge additional fees for their services. Please pay these fees directly to them.

**Note:** *You may cancel your wedding plans and obligation within 45 days of the completion and signing of the Wedding Application and Worksheet for a full refund of all fees. If you cancel after 45 days, you will be charged for any incurred cost plus a late-cancellation fee of 20% of all agreed-upon fees.*

**ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL**  
**Wedding Application**

*Please complete, sign, and return this form to the officiating clergy.*

**Part 1: Personal Information**

Today's Date: \_\_\_\_\_

	<b>BRIDE</b>	<b>GROOM</b>
<b>FULL Name</b>		
<b>Address</b>		
<b>City, State, ZIP</b>		
<b>Home phone</b>		
<b>Cell phone</b>		
<b>Occupation</b>		
<b>Work phone</b>		
<b>E-mail</b>		
<b>Date &amp; Place of Birth</b>		
<b>Baptized?</b>	Y/N; Denomination:	Y/N; Denomination:
<b>Confirmed?</b>	Y/N; Denomination:	Y/N; Denomination:
<b>Marital Status</b>	Single/Widowed/Divorced	Single/Widowed/Divorced
<b>No. of this marriage</b>		
<b>Children by previous marriage(s)</b>		
<b>Witness &amp; Address</b>		
<b>Father's Full Name &amp; Hometown</b>		
<b>Mother's Full Name &amp; Hometown</b>		

**Part 2: Ceremony Information & Fees**

**Day/Date/Time of Wedding:** \_\_\_\_\_

**Day/Date/Time of Rehearsal:** \_\_\_\_\_

**Reception at St. Mark's?** [ ] Yes or [ ] No.      If yes: [ ] Nave or [ ] Parish Hall

**Officiating Clergy:** \_\_\_\_\_

**Other Clergy:** \_\_\_\_\_

**Phone:** \_\_\_\_\_      **E-Mail:** \_\_\_\_\_

**Signature of Bride:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Groom:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attached to this Wedding Application is check # \_\_\_\_\_, dated \_\_\_\_\_, in the amount of \$550.00 (**Wedding Fee: \$300.00 and Clergy Fee: \$250.00**), made payable to *St. Mark's Episcopal Church*.

Attached is Check # \_\_\_\_\_, dated \_\_\_\_\_, in the amount of **\$300.00** made payable to *St. Mark's Episcopal Church*, which is to serve as a **damage deposit**. (The amount of the check will be refunded within three weeks after the wedding, provided that no damage to the property has been incurred.)

**DAMAGE DEPOSIT**

*Name and address for damage deposit return:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*You are responsible for notifying St. Mark's of any changes of name or address. If a check must be canceled, you will be assessed a \$50 fee.*

### Part 3: Reception Space Rental Agreement

If you wish to rent space at the church for a post-ceremony reception, please complete, sign, and return this form to the parish offices at Baxter House, 118 Third St. S.E.

Bride, Groom, or Representative(s) of the Wedding Party: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Event date and time: From: \_\_\_\_\_ To: \_\_\_\_\_

Requested pre-event access date and time: \_\_\_\_\_

#### VENUE (“Rental Space”)

	<u>Rental Fee*</u>	<u>Capacity (# of people)</u>
<input type="checkbox"/> PARISH HALL	\$150	75-150
<input type="checkbox"/> NAVE	\$750	400
<input type="checkbox"/> KITCHEN (Parish Hall)	\$75	
<input type="checkbox"/> COURTYARD	\$0	
<input type="checkbox"/> OTHER _____	\$ _____	

*\*Fees listed here do **not** include cleanup, setup, and maintenance fees. All access, cleanup, setup and maintenance assistance must be requested from Ed Green, Maintenance Contractor, and the fees negotiated separately from St. Mark's space use fees.*

#### ACTIVITIES

- |                                               |                                   |
|-----------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Alcohol to be served | <input type="checkbox"/> Catering |
| <input type="checkbox"/> Musicians            | Meal Served: _____                |
| Type: _____                                   | Name: _____                       |
| Name: _____                                   | Phone number: _____               |
| Phone number: _____                           |                                   |

**FEES\*\*:**

Space Rental Total: \$ \_\_\_\_\_

Damage Deposit: \$ 300.00

Noise Abatement Deposit \$ \_\_\_\_\_  
*At the discretion of St. Mark's*

**Total amount due:** \$ \_\_\_\_\_

*\*\* Please note: Separate fees for setup will be set forth by the Maintenance Contractor. Please see the Set-up and Clean-up Worksheet for contact information.*

The Bride, Groom, or Representative(s) of the Wedding Party have read and agree to the St. Mark's Reception Space Rental Agreement, which includes the Terms and Conditions of Building and Facility Use which are a part of and attached to this agreement. On behalf of the Wedding Party, I understand that St. Mark's is only expected to provide services and equipment identified and agreed upon in this contract. I acknowledge that I have the authority to bind the Wedding Party that is the subject of this Wedding Application.

\_\_\_\_\_  
Authorized Representative signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

ACCEPTED ON BEHALF OF ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL:

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Date

**DAMAGE DEPOSIT**

*Name and address for damage deposit return:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*You are responsible for notifying St. Mark's of any changes of name or address. If a check must be canceled, you will be assessed a \$50 fee.*

**ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL**

**DECLARATION OF INTENTION**

We,

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and

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desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the liturgical forms authorized by this Church.

We believe it is for the purpose of mutual fellowship, encouragement, and understanding, for the procreation (if it may be) of children, and their physical and spiritual nurture, for the safeguarding and benefit of society, and we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

# ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL

## *Terms and Conditions for Building and Facility Use*

### SPACE RENTAL

- **Rental Space:** The Nave, Parish Hall, and Courtyard Garden are available for weddings and receptions. Locked rooms in the Undercroft are available for changing.
- **Kitchen:** The kitchen may be used only if it is specifically rented. If it is rented, a copy of *Policy for Use of Kitchen* must be made a part of the Reception Space Rental Agreement.

### SPACE USAGE CONSIDERATIONS

- **Respect for Parish Property.** The main structure belonging to the parish of St. Mark's Episcopal Church, Capitol Hill ("St. Mark's" or "the parish") is a historic church listed on the National Register of Historic Buildings. Your use of St. Mark's buildings and grounds must be consistent with the preservation of the character and integrity of St. Mark's property, building, and facilities. You may not paint, nail, or otherwise permanently change the physical facility of St. Mark's without the prior explicit written consent of the Rector of St. Marks.
- **Respect for Parish's Neighbors.** St. Mark's is an urban parish that values continued good relations with our neighbors. Consideration for our neighbors by you, your guests, and service providers is essential. Your guests, caterers, musicians and others participating must exercise reasonable noise control at all times. Outside noise must not occur after 10.00 PM. Sufficiently serious complaints from our neighbors about the conduct of any individual(s) attending your wedding or reception or about the noise level during your event may result in the Clergy or Wardens requiring you to vacate the parish premises immediately.
- **Hours.** All indoor evening events must be concluded by 11.00 PM and all guests must have exited by 11.30 PM. **Caterers and trucks must leave by 11.30 PM;** further clean-up for indoor events may continue after 11.30 PM only if conducted quietly so as not to disturb our neighbors. Outdoor events must be concluded by 9.30 PM with guests having left by 10.00 PM. Clean-up must be concluded quietly and by 10.30 PM. (For further details, see "Noise and Security" section below.) You risk the loss of some or all of your Noise Abatement Deposit if you do not adhere to these requirements.
- **Late Hours Monitoring.** If your wedding reception is scheduled to continue after 9.00 PM, you must contract with and pay for St. Mark's Maintenance Contractor to provide on-site monitoring through the departure of all your guests and service providers from the premises. You, your guests, and your service providers must immediately comply with all requests by the St. Mark's Maintenance Contractor representative on site.
- **Signage.** You may only post signs on the exterior of St. Mark's as approved in writing by the Rector of St. Mark's. Whether exterior or interior, signs and/or decorations may be posted or affixed only in such a way that will not mar, deface, or leave a mark on the surface when removed. Only tape made specifically for painted walls may be used. There must be no penetration of any surface, exterior or interior. All tape, wire, or other items used for

decorations must be completely removed after your event. Please provide a written description of any signs or decorations, which must be pre-approved by the Rector of St. Mark's.

- **Candles.** Candles may only be used in the Nave, and only if under constant surveillance. You may not use candles elsewhere on parish property.
- **Responsibility for Conduct of Guests.** You are liable for any loss or damage to St. Mark's properties and premises incurred by you, your guests, or your service providers while on the premises for your wedding. You are responsible for ensuring that all persons who are on the parish property in connection your event conduct themselves in a lawful manner.
- **No Illegal Drugs.** No illegal drugs shall be used at any time under any circumstances on St. Mark's property.
- **No Smoking.** The parish does not permit indoor smoking. Outdoor smoking may only occur on St. Mark's property if you provide proper disposal facilities.

## NOISE AND SECURITY

- **Close Doors and Windows.** Please keep all windows and doors shut.
- **Amplified Music Limitation.** Electronically amplified music or voice (live or recorded) is permitted only indoors, and only on Friday or Saturday evenings from 8.00 PM to 11.00 PM, *provided that* it is not audible outside of the building after 10.00 PM. Please keep the volume on electronic amplifiers down to a reasonable level at all times. Amplified music is not permitted in the outdoor spaces of St. Mark's at any time.
- **Non-Amplified Music.** Music without amplification may be played any evening indoors, but never after 11.00 PM. Music without amplification may be permitted outdoors only with the written consent of the Rector of St. Mark's and is not be permitted after sundown.
- **Noise Abatement.** You and your guests and service providers shall come and go quietly, especially if leaving after 10.00 PM. You must require that your guests and service providers, including caterers, florists and musicians, do the same.
- **Departure by 11.30 PM.** Catering, musicians, and other trucks absolutely *must* exit the parking lot by 11.30 PM. You must schedule the ending time of your reception to accommodate the level of post-event clean-up and departure reasonably appropriate for your event, and you must require all service providers to agree in writing to leave by 11.30 PM.
- **Emergency Exits.** The two sets of doors at the north end of the Nave, which lead to A Street, are fire exit doors. They must be kept unlocked at all times during an event in the Nave, and access to them must be unobstructed. You may not place furniture or any other objects in either vestibule during an event in the Nave.
- **Energy Conservation.** Thermostats have been set to maintain temperatures to 78 degrees in the summer and 68 degrees in the winter. Please do not change the thermostats. To address any prediction of unseasonable temperature on the day of your wedding/reception, please contact St. Mark's on the last business day preceding your event to request adjustment of the thermostat.

## **PARKING**

- Before 5.30 PM, all parking spaces in the parish parking lot are for staff and parishioners. There is some on street parking available around the neighborhood, but it is limited to two hours without a “Zone 6” permit from the District of Columbia. Parking reserved for clergy remains limited to clergy members at all times.
- Caterers, florists, musicians, and other service providers making deliveries on your behalf may park in the parking lot, if there is room and only while loading or unloading. Such temporary parking is permitted provided that they do not block the parking spaces or, if they do, that they be prepared to move the vehicle on demand.

## **HANDICAP ACCESS**

Wheelchair access is available at the courtyard entrance to the Parish Hall and Nave. There is also an elevator in the Parish Hall. The Maintenance Contractor will show you where both are located.

## **DELIVERIES**

St. Mark’s will not accept, sign for, or store, any deliveries for your wedding. You or your agent must be on site to take care of such details *in cooperation with St. Mark's Maintenance Contractor*. Your deliveries must come on the day of the wedding. Any pick-up must be made no later than the next day and must be scheduled with the Maintenance Contractor so as not to interfere with other activities at the parish, especially Sunday services.

## **CLEAN-UP, RESETTING, AND LOCK-UP**

- You must contract with the Maintenance Contractor to clean up and reset the Nave and any other facilities you rent so that they may be used by the parish immediately following your wedding, either that evening (following day weddings) or the following morning (following evening weddings).
- You also must make arrangements with the Maintenance Contractor for a security check and lock-up at the conclusion of your event.

## **ALCOHOL POLICY**

The serving of any alcoholic beverage outside of the Matrimonial Service must be consistent with the laws of the District of Columbia. Parishioners who host the post-ceremony reception (including but not limited to the Bride or Groom) are limited to provision of alcohol without charge to guests of the private event for onsite consumption only, in accordance with the relevant sections of the city ordinances, D.C. Code § 25-101 et seq., and its implementing rules, 23 DCMR § 100 et seq. (For details, see the District of Columbia Alcohol Beverage Regulation Administration’s website at <http://abra.dc.gov>.) The sale of alcohol, including any “cash bar” at the reception, is prohibited. No alcohol may be served to or by any minor. Failure to adhere to these requirements may result in forfeiture of deposits and other actions at the parish’s discretion.

## **INSURANCE**

- We recommend that you obtain a one-day, one-time general liability insurance policy for your wedding ceremony and name St. Mark's Episcopal Church as an additional insured on the policy.
- If you are renting space at the parish for your wedding reception, you must obtain such an insurance policy for the event for an amount not less than \$1,000,000 and name St. Mark's Episcopal Church as an additional insured. Please provide a certificate of insurance to St. Mark's fifteen (15) days before the date of your wedding and reception. Failure to adhere to these requirements may result in forfeiture of deposits and other actions at the parish's discretion.

## **DAMAGES**

You are responsible for any damage to the Rental Space, adjoining facilities, building common areas, and/or building exterior or grounds that you, your guests, or service providers use for your event. This includes all damages to any equipment; fixtures; surfaces, including the ceiling, floors and floor finishes; or any other property. By signing the Wedding Application or Reception Space Rental Agreement, you agree and acknowledge that your liability for loss or damages is not limited to the amount of the fees received by St. Mark's for space rental. St. Mark's staff will evaluate the condition of the property after the rental period by within ten (10) business days after end of the event. The cost of any repairs to property damaged in connection with your reception will be deducted from your damage deposits (e.g., the General Deposit). If the deposit is not sufficient to pay such costs or the damage occurs in connection with the wedding ceremony itself, St. Mark's will bill you for the remaining amount. You must reimburse St. Mark's within twenty (20) business days to offset cleaning charges or damages not covered by deductions from your deposits

## **INDEMNIFICATION, LIMITATION OF LIABILITY, AND RESERVATION OF RIGHTS**

- By signing the Reception Space Rental Agreement, you indemnify, defend, and hold St. Mark's, its clergy, employees, Wardens, officers, Vestry members, contractors, representatives and agents harmless from all losses, claims, lawsuits, and damages arising from the Event, including, without limitation any personal injury, death, or property damage to St. Mark's premises, those of its neighbors, or otherwise.
- St. Mark's will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond St. Mark's control.
- St. Mark's is not responsible for items belonging to you, your guests, or your service providers that may be lost, stolen, or damaged during your event.
- St. Mark's retains sole discretion over the return of any or all of the General Deposit or Noise Abatement Deposit.

## **DAMAGE DEPOSITS**

Refunds from your Damage Deposit and Noise Abatement Deposit will be processed within fifteen (15) business days of either a cancellation or the actual event, provided there has been no damage to parish property or violations of the policies set forth here. In the event of damages or violation of policies, you will be notified in writing of the specific damages or violations, deductions will be made from the deposit, and the balance, if any, will be returned within fifteen (15) business days.

**You acknowledge and agree that your deposits shall be forfeited and you shall be liable for any and all damages arising from:**

- Violation of any of the Reception Space Rental Agreement Provisions,
- Violation of the Noise and Security Provisions,
- Violation of the Alcohol Policy, or
- Failure to comply with District of Columbia or federal law.

# ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL

## *Altar Guild Worksheet*

The Altar Guild prepares the church for the wedding. An Altar Guild representative will help you prepare for the ceremony, including the use and the placement of flowers and candles and altar preparations. Please prepare this form, and then contact the Altar Guild representative (the Parish Administrator for Programs and Facilities will provide the contact information) to arrange an appointment to discuss your wedding arrangements.

**Name of Bride & Groom:** \_\_\_\_\_

**Phone Number/Fax/E-mail:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_ **Wedding Time:** \_\_\_\_\_

**Officiating Clergy:** \_\_\_\_\_

**Altar Guild Volunteer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Approximate Number of Guests:** \_\_\_\_\_

**Altar Location/Orientation:**  Center Altar;  High Altar;  Other \_\_\_\_\_.

**Flower Arrangements:**  Brass vases;  Florist-provided  Pedestals

**Disposal after ceremony?** \_\_\_\_\_

**Candle Lighting & Extinguishing (approximately 20 minutes before and immediately after the ceremony):**  Member of the Wedding Party;  Altar Guild volunteer;  Other \_\_\_\_\_.

**Linens (√ all that apply):**  Embroidered fair linen for central altar;  Fair linen for the High Altar;  White festival hangings on Pulpit, Lectern, and over Eucharistic Vessels;  Two white embroidered kneelers: placement \_\_\_\_\_.

**Holy Communion:**  Yes,  No.

**If yes:**  Lay servers (# \_\_\_\_);  Chalice(s) (# \_\_\_\_);  Flagon(s) (1 or 2);  
 Intinction cup;  Non-alcoholic alternative

*Note: The Wedding Party provides the Bread (one-pound loaf that will break, but not crumble) and Wine (two bottles for every 70 communicants, three bottles for 150 communicants). Please bring the Bread and Wine at the time of the rehearsal.*

**Placement of Bread and Wine (✓ one):**  Small table (near baptismal font);  Credence table (central altar, near pulpit);  Pulpit projection (rood screen);  Credence table (high altar).

**Presentation of Bread & Wine (✓ one):**  Bride & Groom;  Wedding Party or Family Members;  Clergy.

**Other Details:**

- You are to provide your own Wedding Programs (service bulletins). The clergy will help you with the format and content. The Altar Guild representative can provide you with a short history of St. Mark’s Episcopal Church and art work for inclusion in your wedding program.
- No dressing is allowed in the sacristy or vesting area. Please make arrangements with the Clergy to rent a room in the Undercroft to serve as a dressing room when you reserve the Nave for your wedding.
- An iron and ironing board are available upon request of the Altar Guild representative.
- The Altar Guild representative usually arrives about half an hour before the wedding and is not available to open doors, receive florists, etc. In some cases the Altar Guild representative will set up the altar well before the ceremony and put items away well after everyone has left. Please coordinate all deliveries and set-up with both the Altar Guild representative and the Maintenance Contractor.
- The Altar Guild representative can suggest the name of florists who are familiar with St. Mark’s.

**Candle options and costs:**

Pair of small Eucharistic candles @ \$10 \_\_\_\_\_

Pair of large previously used Eucharistic candles @ \$25 \_\_\_\_\_

14 candles for pair of altar candelabra @ \$40 \_\_\_\_\_

14 candles for pair of standing brass candelabra @ \$40 \_\_\_\_\_

14 candles for pair of standing wooden candelabra @ \$40 (two pairs available) \_\_\_\_\_

5 candles in Advent Wreath:  New @ \$90;  Used @ \$45 \_\_\_\_\_

4 candles in Advent Wreath:  New @ \$70;  Used @ \$35 \_\_\_\_\_

1 candle in Advent Wreath:  New @ \$20;  Used @ \$10 \_\_\_\_\_

**Total Altar Guild Fees payable to St. Mark's Episcopal Church  
(indicate *Candle Fund* in memo line)** \_\_\_\_\_

# ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL

## *Music Worksheet*

The Director of Music has the right of first refusal to serve as the organist at your wedding *and* also has discretion over the selection of music (live or prerecorded) and all musicians taking part in the service.

If the Director of Music is unavailable or if you would prefer to have another organist, arrangements can be made and fees will vary depending on the arrangements. If you desire to have musicians other than, or in addition to, an organist play at your wedding or if you wish to use pre-recorded music, please consult with the Director of Music. Consultation fees may be charged and will vary depending on the services provided.

### **Music Fees:**

- |                                                                                                                                                                     |    |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------|
| • Consultation Fee (if outside musician is used)                                                                                                                    | \$ | 100.00 |
| • Organist Fee* (no Holy Communion)                                                                                                                                 |    | 200.00 |
| • Organist Fee* (with Holy Communion)                                                                                                                               |    | 225.00 |
| • Rehearsal participation (optional)                                                                                                                                |    | 75.00  |
| • Soloist accompaniment (up to 2 pieces)                                                                                                                            |    | 50.00  |
| • Fees for additional services (including contracting and/or rehearsing with additional musicians, and editing or arranging music for the service) to be negotiated |    |        |
| • <b>Total (paid directly to the Director of Music)</b>                                                                                                             | \$ | _____  |

\* *Includes consultation*

### **Additional Notes:**

- The organ may be used for the wedding, but not the reception.
- The grand piano may only be used in the Nave.
- A piano is available for use in the Parish Hall or the Undercroft.

# ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL

## *Set-up and Clean-up Worksheet*

Please make an appointment with the Maintenance Contractor, Mr. Edwin Green (202.543.0053 x 307 or 240.4470027 [cell]) to negotiate a separate contract for the following options/services:

- Nave (Center or High Altar)/Seating Arrangements
  - Please specify the time you need to have everything set up and ready for florists, caterers, etc. to begin their work.
  - *When planning furniture arrangements, please keep in mind that the two sets of doors at the Nave north end, which lead to A Street, are fire exit doors. They are unlocked at all times during an event in the nave and access must be unobstructed. No furniture or any other objects can be placed in either vestibule during an event in the Nave.*
- Options for cross, etc., suspended over the center of Nave (check one): [ ] Advent Wreath; [ ] Epiphany Star; [ ] Children's Cross; [ ] Honduran Cross; [ ] Mirror Cross; [ ] Wooden Cross.
- Arrangement of chairs and tables in the Parish Hall
- Storage of unused furniture, platforms, etc., in the Nave and the Parish Hall
- Electrical hook-ups in the Nave and the Parish Hall
- Use of the kitchen
- Use of coffee urns
- Arranging access and use of the parking lot for caterers, florists, musicians, etc.
- Reserving space in the parking lot for members of the wedding party
- Use of the gardens for photography
- Use of dressing rooms
- Access, security, and lock-up
- Custodial fees

### **Standard Maintenance Fees:**

- |                                                           |    |            |
|-----------------------------------------------------------|----|------------|
| • Base Custodial Fee                                      | \$ | 150.00     |
| • Minimum Fee for Small Reception (fewer than 100 people) |    | 200.00     |
| • Minimum Fee for Large Reception                         |    | Negotiable |
| • Minimum Fee for Total Resetting                         |    | 650.00     |
| • Minimum Fee for Partial Resetting                       |    | 325.00     |
| • Additional work, billed by the hour.                    |    | _____      |

**TOTAL (paid directly to the Maintenance Contractor)** \$ \_\_\_\_\_

**ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL**  
**KITCHEN USE POLICY**

1. Kitchen appliances, cookware, dishes, glassware and utensils are available for your use.
  - Please check with the Maintenance Contractor for a complete list and to determine what you need to bring with you.
  - Please wash any cookware, dishes, glassware and utensils that you use and return them to where you found them.
  - Use instructions are available and can be found posted in the Kitchen and on the St. Mark's website.
2. Please turn off the exhaust fan above the stoves when not cooking. This fan is extremely noisy and bothersome to our next door neighbors, and has been a cause for complaints.
3. Before you leave, please dispose of all trash.
  - Please put all glass, aluminum and plastic items in the recycling bins provided.
  - All solid trash must be put in sturdy 40-gallon trash bags provided by St. Mark's. Do not overfill the bags and please tie them securely. Any leftover liquids should be poured in the sink if environmentally safe; otherwise (as in case of grease. etc.), secure them in covered or spill-proof containers before placing in the trash bag.
4. Before you leave, please clean all surfaces in the kitchen that you used, including counter tops, sinks, and stove.
5. Please take any remaining food with you. Do not leave it in the freezer or refrigerator.

**THANK YOU FOR YOUR COOPERATION**