



**St. John's Episcopal Church
161 Park Street
Highgate Falls, VT 05459
Wedding Use Contract**

**Name and Address of Parties
Using the Church:**

Phone Number: (_____) _____

Date of Ceremony: _____ *Time:* _____

Date of Rehearsal: _____ *Time:* _____

Size of Ceremony: _____

Fee Schedule: \$300 (Checks payable to St. John's Episcopal Church)
\$150 deposit required to hold the date/times
\$150 one week prior to rehearsal/ceremony
\$ 90 for Portlet Rental from Drummac Septic (or current rate)
(Holy Trinity will schedule the Portlet so include in
Payment to St. John's Episcopal Church)
\$ 50 custodial fee if church is not left clean

I have read the conditions on both sides of this page regarding the use of St. John's Episcopal Church in Highgate Falls, Vermont, and agree to abide by them as a condition of my/our use of the church. Note that the church will not be held in reservation for your ceremony until the deposit is paid.

Applicant

St. John's Church Representative

Date

Date

Please sign one copy of this contract and return with the deposit to: Holy Trinity Episcopal Church, Attn: Administrative Assistant 38 Grand Ave, Swanton, VT 05488

**St. John's Episcopal Church
Use Agreement - Continued**

1. St. John's Episcopal Church and the grounds surrounding it are a smoke-free environment. Smoking in the church and on the grounds is prohibited.
2. St. John's Episcopal Church comfortably seats 100 people. The maximum seating, if the balcony is utilized, is 125 people.
3. There is a antique lever pump organ in the building. This organ can only be used if Holy Trinity's organist be hired, with her knowledge of the unique organ. Her fees and availability need to be taken into consideration. You may bring a Clavano piano or other musical instruments that are of a size that is easily transported into and out of the church.
4. As there may be multiple ceremonies taking place on the day of your service, please note that the church will be available for your use one hour before your rehearsal and one hour before your ceremony. A representative from your party must be there at that time to receive any flowers or other deliveries. If additional time is needed, contact the Parish Coordinator at Holy Trinity (868-7185) to determine if you can gain access to the site for that additional time.
5. Regarding the church proper:
 - a) Electricity is available. There is no running water. A Portlet can be scheduled, please speak to administrative assistant if you would like to request this service. The current rate of the portlet, is the renters responsibility.
 - b) There is no phone at the church. Cell phone service in the area is very limited.
 - c) The building is not handicap accessible.
 - d) Clips (available from florists) may be used to secure flowers to the pews. Tape, tacks, nails, screws and the like **may not be used for any reason.** Whatever decorations you bring into the church, you must take out of the church after the ceremony is complete.
 - e) No rice, artificial flower petals or paper confetti may be thrown in or outside the church. Birdseed, natural flower petals or bubbles are permissible.
 - f) Food and beverages are not allowed in the church.
 - g) For safety reasons, **no unattended children are allowed in the balcony.**
 - h) The bell is in working condition and may be rung in your ceremony.
6. Parking may occur along either side of Park Street. Please do not park on the lawn directly in front of the church.
7. Ministers of any faith tradition/Justice of the Peace may officiate at the ceremony. It is the applicant's responsibility to provide the officiant. Arrangements can be made for an Episcopal ceremony. Call 868-7185 for more information.

Full Name of Bride & Date of Birth: _____

Full Name of Groom & Date of Birth: _____

Ministers Name: _____

Witnesses Names: _____