

ST. MARGARET'S CHURCH

ANNAPOLIS • MARYLAND • ESTABLISHED 1692



Wedding Fees and Initial Contract



St. Margaret's Church
1601 Pleasant Plains Rd.
Annapolis, MD 21409
(410) 974-0200
www.st-margarets.org



effective July 2023

To apply to book a date:

Call office to check date availability 410-974-0200 or check church calendar on website.

Complete "Wedding Application" form on-line and submit. Go online to www.st-margarets.org to pay \$50 non-refundable booking fee (choose Building Use as the "Fund"). Be sure to put event date and names in memo area.

Application may also be mailed in with a check for \$50 booking fee made payable to St. Margaret's Church. Be sure to put the event date and name in the memo area.

Approximately 1 week to 10 days after your application is received a member of the staff will call or email you with confirmation that your date has been approved and to discuss fees. Closer to your wedding date, the presiding Priest will email you to make an appointment for you to come in to the office.

Our Priest, Director of Music and staff will continue communication throughout planning and you, of course, may reach out anytime.

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1601 Pleasant Plains Road
Annapolis, MD 21409

Office Hours
Mon. - Wed. 9 - 2
Thurs. & Fri. by appointment

Rector:	Rev. Peter W. Mayer	Peter@st-margarets.org
Associate Priest:	Rev. Patti L. Sachs	Patti@st-margarets.org
Director of Church Ops:	Elizabeth Radley	Elizabeth@st-margarets.org
Administrative Asst:	Judy Hall	Judy@st-margarets.org

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Wedding Service Fees

	<u>Pledging, active member</u>	<u>Non-pledging, inactive member</u>
Booking Fee-paid with application (non-refundable)	N/A	\$50
Wedding Fee includes planning meetings, counseling, ceremony services and rehearsal for one Priest. Musician for ceremony only. Sanctuary use, program design & printing (up to 150 printed)	\$1750	\$1750
Half fee paid when date approved (fully refundable up to 60 days before wedding, 50% refundable after)	\$875	\$875

Special Fees

Delay in rehearsal/ceremony starting time	\$50 for every 15 minutes (paid to Priest at rehearsal)	
Director of Music present at rehearsal	\$200	\$250
Assisting Priest	\$200	\$250

Wedding Reception Fees

Reception guests must leave by 9:30pm and the facility must be shut down by 11pm

Parish Hall or Fellowship Hall rental 6 hours. Includes kitchen, tables and chairs	\$550	\$750
Each additional hour	\$75	\$100
Facility Attendant must be on-site for receptions		\$300 for 6 hours
Each additional hour for Attendant	\$50	\$50
Use of church-owned av equip.	\$35	\$100
Alcohol Service fee (Pre-approval & County permit required)	\$100	\$150

Anticipated Fees: _____ Initials: _____ Date of Event: _____

My signature indicates that I understand these are anticipated fees and I agree to pay actual fees as incurred.

Signatures/Date _____

Printed Name _____

Email _____

Phone Number _____

Conduct Agreement

- * All persons using the St. Margaret's facilities are expected to leave their rental spaces reasonably clean and in the same condition it was prior to the event.
- * Do not use or move any of the church's supplies, furniture, or items without explicit approval.
- * Do not use any rooms other than what you have reserved.
- * Close and lock doors when you leave. Double check that all doors are locked. Return keys as instructed.
- * The noise level of all wedding participants must be considerate of other space users and the neighbors surrounding our campus.
- * Pets are not allowed in any part of the facility except for official service animals.
- * If the AC or heat is on, windows are to be closed.
- * Food and drink are not permitted in the Sanctuary or parking lot. SMC is a NON-SMOKING CAMPUS-this includes vaping.
- * Caterers are responsible for bringing all food, utensils, coffee makers, ingredients, table coverings, cups, dishes, towels, etc. that are used.
- * When events end, the users are responsible for ensuring the total cleanup of rental space including taking trash to the dumpster (located behind the Parish Hall next to the playground). Tables and chairs and floors must be left reasonably clean.
- * Decorating is permitted with prior discussion and written approval by the Director of Operations, or Admin Assistant.
- * No church-owned audio visual equipment is to be used without previous approval/payment.
- * Parking on the church grounds is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-serve basis and excludes certain spots reserved for individuals with special needs. Any damage to vehicles is at the owner's expense.
- * All attendees must pay close attention to personal property and valuables, and not leave them unattended. The church is not responsible for theft or damage to personal property.
- * A 60 calendar day cancellation is required to receive 100% of refundable fees paid. Cancellations less than 60 days out receive 50% of all refundable fees paid. If event is rescheduled and held within 90 days of original date and in same calendar year, all fees paid will be transferred to new date. If the new date is in a new calendar year, the fee to transfer to the new date will be \$100.

Signatures below indicate the user group representative accepts responsibility for ensuring that every individual associated with them complies with the terms and conditions of this contract and agrees to accept responsibility for any damage caused to church property by the event attendees.

St. Margaret's Representative _____ User Group Representative: _____

Printed Name & date: _____ / Printed Name & date _____