

Pastor Assigned to Officiate \_\_\_\_\_  
Invited Pastor Name \_\_\_\_\_  
Address/Phone \_\_\_\_\_

Deposit Amount: \_\_\_\_\_  
Date Collected: \_\_\_\_\_  
Fees Collected: \_\_\_\_\_

## St. Martin's Evangelical Lutheran Church Wedding Agreement

PRINT WITH BLACK INK OR TYPEWRITTEN

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Reception on Site? YES NO (circle one) Which Room: \_\_\_\_\_ Start Time: \_\_\_\_\_

Reception Set Up Date/Time: \_\_\_\_\_

All members of the wedding party and immediate family members are to arrive 15 minutes prior to rehearsal start time.

How many wedding attendants? \_\_\_\_\_ How many guests do you anticipate? \_\_\_\_\_

Will you need the services of the church organist? YES NO (circle one)

Provide last name to be used after marriage: \_\_\_\_\_

Provide address & phone after marriage: \_\_\_\_\_  
\_\_\_\_\_

Bride's Full Name: \_\_\_\_\_ Member: YES NO (circle one)

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

Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (Email) \_\_\_\_\_

Parent's Names – Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Are your parents a couple? \_\_\_\_\_ We ask only to know how to address your parents.  
Do you have children? \_\_\_\_\_ Living with you? \_\_\_\_\_ Please provide names & ages on back of form.

Groom's Full Name: \_\_\_\_\_ Member: YES NO (circle one)

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

Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (Email) \_\_\_\_\_

Parent's Names – Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Are your parents a couple? \_\_\_\_\_ We ask only to know how to address your parents.  
Do you have children? \_\_\_\_\_ Living with you? \_\_\_\_\_ Please provide names & ages on back of form.

We have read and agree to the Guidelines for weddings and the services of a St. Martin's Lutheran Church.

\_\_\_\_\_  
Bride's Signature/Date Groom's Signature/Date

## **Weddings at St. Martin's Lutheran Church**

Thank you for considering St. Martin's Lutheran Church for your wedding. Our nave will seat approximately 400 guests. The exterior of the church is a Romanesque style. The traditional interior arrangement has one center aisle with 19 pews on each side, a north and south transept, front altar and apse, and a large choir loft at the rear of the church. Our altar is an original hand carved piece dating back to 1929. We have two pipe organs in the sanctuary, a harpsichord and a 7' Yamaha grand piano. One organ is of the Baroque Style and the other of the Symphonic Style.

At St. Martin's Lutheran Church you will be expected to observe customs, traditions, and policies for all weddings performed here. The policies and guidelines serve as an initial way for us to communicate that understanding. After reading the policies and guidelines, we would be pleased to answer any questions that you may have about our church. Please contact Emily Vanderslice, 512-476-6757 or e-mail at [evanderslice@saintmartins.org](mailto:evanderslice@saintmartins.org).

### **ST. MARTIN'S LUTHERAN CHURCH** **WEDDING POLICIES AND GUIDELINES**

#### **Scheduling Your Wedding**

We do not schedule wedding ceremonies for New Year's Eve or Day, two weeks before and one week after Easter, Thanksgiving Day or weekend, Christmas Eve, or Christmas Day. During any holiday season our normal church decorations/banners will be up. No modifications will be made for the decorations.

We do not pencil in wedding dates. Your wedding date is not secured until you have consulted with either our Wedding Coordinator or Pastor and the wedding fee is paid in full.

#### **Fees**

The total cost for a wedding **and** reception at St. Martin's Lutheran Church is \$1965. This fee includes:

- Use of the facility for the rehearsal (1 hour) wedding and reception (up to 4 hours)
- Pastor for the rehearsal and wedding
- Organist for the rehearsal and wedding
- Wedding Coordinator to conduct the rehearsal; provide assistance, instructions and directions before and during the wedding, overall main point of contact
- Custodial person to prepare the dressing rooms and sanctuary before and after the ceremony

The total cost for a **wedding only** is \$1515.

Any cancellations more than 30 days from ceremony date will receive a \$1,000 refund. Any cancellations less than 30 days from the ceremony date will not be refunded.

#### **Pastor**

All marriages at St. Martin's Lutheran Church are performed by the clergy of St. Martin's unless another pastor is called at the invitation of a St. Martin's Pastor.

#### **Music**

A church wedding is a service of worship. The music available for selection will respect the usual practice of St. Martin's Lutheran Church. All musical selections are to be made in consultation with our Director of Music. As such, our Director of Music will have a CD and listing of music for you to select from for your ceremony. You will need to consult with the Director of Music for any additional instrumentalists or singers.

#### **Building Use**

St. Martin's is a non-smoking campus.

The church will be unlocked two hours before the scheduled wedding time unless otherwise approved.

Deliveries and wedding party members are welcome during those two hours.

Dressing rooms are provided for the wedding party.

The church will not be responsible for any personal items.

No food or drinks are allowed in the church. Water and snacks are allowed in the dressing rooms.

Absolutely no alcoholic beverages are allowed.

The church will not be responsible for removing and storing equipment and is not responsible for any articles left after the wedding.

Cell phones are not allowed during the ceremony.

No cameras/videos are allowed during the ceremony except by the professional photographer/videographer.

It is the responsibility of the wedding party to inform their guests of all policies regarding the use of church property.

### **Flowers/Candles/Decorations**

The Wedding Coordinator must approve all decorations. The Florist Agreement must be signed and on file before the scheduled rehearsal. All flowers and decorations must be removed within one hour after the wedding unless approved otherwise in advance.

#### Flowers

Flowers can be delivered up to two hours before the scheduled wedding time.

No flowers/petals, birdseed, rice or other items are to be dropped/scattered in the building or on the grounds.

No aisle runners are allowed.

Only floral clamps are allowed to secure bows or arrangements on the pews.

No tape, wire, or glue is permitted for decorations.

The Wedding Coordinator is available to answer any questions you or your florist may have regarding liners, size and number of arrangements, where arrangements may be placed, etc.

#### Candles

No candles are allowed except for Unity Candles.

### **Dressing**

The bride and her party will be directed to the Parlor to dress and wait. The bridal party is permitted to have cold drinks and snacks, but under no circumstances will alcohol be permitted. The Parlor will be locked during the wedding ceremony.

The groom and his party will be directed to the Sacristy (or youth rooms depending on the size of the wedding party) to dress and wait, and are permitted to have cold drinks and snacks, but under no circumstances will alcohol be permitted. The youth rooms will be locked during the ceremony.

The bride and groom should arrange for two friends or relatives NOT in the wedding party to collect and remove all personal belongings from the dressing and waiting areas. This should take place just after the service.

### **Rehearsals**

Rehearsals are scheduled in consultation with the Wedding Coordinator. Rehearsals will last one hour and begin on time. It is important for all ushers to be at the rehearsal. Please advise all members of the wedding party to plan for extra travel time due to afternoon traffic coming into the downtown area. The Pastor, Organist, and Wedding Coordinator or her authorized associate will be on hand to aid in the proceedings. **Bring the marriage license to the rehearsal.** The signing of the license and church documents is not part of the service. In order not to have to worry about that after the wedding, all (except the Pastor) will sign at the beginning of the rehearsal.

### **Marriage License**

A wedding license should be obtained from the Travis County Clerk of Court's Office, 5501 Airport Blvd., no more than 30 days prior to the service, and no later than 72 hours before the service.

### **Pictures/Video**

The Photographer and/or Videographer Agreement must be signed and on file before the scheduled rehearsal.

**NO photos/videos taken by your guests or family members are permitted AT ANY TIME during the service.** Ushers will be asked to kindly remind guests at the door to take no pictures or videos inside the church.

Photographers are free to take pictures before and after the service. All wedding party photos before the service must be completed 45 minutes before the scheduled ceremony start time. All wedding party photos after the service must be completed one hour after the conclusion of the ceremony.

Once the bride processes down the aisle, the photographer/videographer may take photo/videos from the balcony with absolutely no flashes during the ceremony. The videographer may set up an unmanned tripod behind the pulpit to film during the ceremony. No photographers or videographers are allowed in the sanctuary, nave, or transept area during the ceremony.

### **Parking**

St. Martin's Lutheran Church has a parking lot directly across from the church at the corner of 15<sup>th</sup> Street and Rio Grande. Overflow parking on weekends and weeknights is available at the parking garage located off of 16<sup>th</sup> Street and Rio Grande.

# INVOICE

## St. Martin's Evangelical Lutheran Church

606 West 15<sup>th</sup> St.  
Austin, TX 78701  
(512)476-6757

### TOTAL WEDDING FEES FOR MEMBER WEDDING

(Bride and Groom Names)

WEDDING: (Date)

WEDDING DEPOSIT:	\$ 100.00	Received (Date)
Premarital Counseling	\$175.00	
Marriage Inventory	\$ 40.00	

#### FINAL FEES DUE BY (Date)

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Custodial	\$ 100.00
Wedding Coordinator	\$ 300.00
Organist	\$ 350.00
Pastor	\$ 450.00
<b>TOTAL WEDDING FEES DUE</b>	<b>\$ 1515.00</b>

The deposit will be refunded upon the request of the Wedding Coordinator following the ceremony.

# St. Martin's Evangelical Lutheran Church Florist Agreement

Bride/Groom Names: \_\_\_\_\_

Rehearsal/Wedding Date/Time: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Planned Set Up Time: \_\_\_\_\_ Planned Break Down Time: \_\_\_\_\_

St. Martin's Lutheran Church is proud of our beautiful sanctuary and believes that simplicity in decorations is in harmony with the spirit of a worship service. To achieve this, we require that the decoration plan be approved by the Wedding Coordinator, and that the contracted Florist abide by the following policies:

1. Communion Table is not be moved, decorated or covered in any way.
2. Floral arrangements may be placed only on the flower stands beside the altar, in front of the pulpit, or clipped to the aisle end of the pews. Any other placements must be approved by the Church staff or wedding coordinator at least two weeks prior to the wedding.
3. Decorations to be completed one hour prior to ceremony. The Wedding Coordinator will work with the Florist to determine a time to decorate, but not sooner than 3 hours before the ceremony.
4. The Florist or family is to remove all decorations/equipment promptly following the ceremony; not to be left overnight unless it is left for Sunday services and coordinated with the Flower Guild.
5. If the wedding couple wishes to share the joy of their marriage by leaving floral arrangements for Sunday church services, the Wedding Coordinator must be notified a week prior to the wedding for an acknowledgment to be placed in the Sunday bulletin.
6. Only non-drip candles will be used with protective covering placed beneath all candles. The wedding couple is responsible for cleaning and/or repair fees caused by candle drippings or accidents that may occur. No candles may be used in the aisles of the sanctuary.
7. No nails, tacks, staples, tape or items that will mar the woodwork is to be used. Protective coverings must be used under all fresh floral arrangements, plants, candles and any other decorations to protect tables.
8. Holiday decorations already in the Church may not be removed or moved.
9. The florist must abide by the above policies in order for the wedding couple to receive their deposit refund.

Your signature signifies that you (the Florist) understands and will abide by these policies set forth by St. Martin's Lutheran Church, 606 W. 15<sup>th</sup> St., Austin, TX 78701

\_\_\_\_\_  
**Florist Print & Sign Name**

\_\_\_\_\_  
**Date**

Please return this signed agreement to church office address 2 weeks prior to the wedding date.

Thank you! And we look forward to working with you!

**St. Martin's Evangelical Lutheran Church  
Photographer and/or Videographer Agreement**

**Bride/Groom Name:** \_\_\_\_\_

**Rehearsal/Wedding Date/Time:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Planned Set Up Time:** \_\_\_\_\_ **Planned Break Down Time:** \_\_\_\_\_

St. Martin's Lutheran Church considers the marriage ceremony to be a sacred service. Therefore, we ask that the contracted Photographer abide by the following policies:

1. The photographer may take photographs before or after the service in any part of the building, however, the sanctuary must be cleared 45 minutes prior to the ceremony.
2. No flash equipment may be used during the service. Non-flash photos may be taken from the balcony only. At no time may a photographer/videographer interfere with the work of the organist or other musicians in the balcony.
3. Flash Photography may be used for the procession from the rear of the nave as the bride enters and as the bridal couple recesses.
4. Videography equipment may record only from the balcony, or from the approved location behind the pulpit.
5. As part of the agreement signed by the wedding couple, the photographer must abide by the above mentioned policies in order for the wedding couple to receive a deposit refund.

Your signature signifies that you (the Photographer) understands and will abide by these policies set forth by St. Martin's Lutheran Church, 606 West 15<sup>th</sup> St., Austin, TX 78701.

\_\_\_\_\_  
**Photographer Print & Sign Name**

\_\_\_\_\_  
**Date**

**Please return this signed agreement to church office address two weeks prior to the wedding date.  
Thank you! And we look forward to working with you!**