

PRINCE OF PEACE WEDDING GUIDELINES

FACILITY FEES

Church	Parishioner:	No Charge for the Church \$ 350- Sound Technician and Cleanup* Fee
	Non-Parishioner:	\$1350-Includes Sound Technician and Cleanup* Fee
Chapel	Parishioner:	No Charge for the Chapel \$ 200- Cleanup* Fee
	Non-Parishioner:	\$ 750-Includes Cleanup*

**Prince of Peace will not remove rental items.*

WEDDING DIRECTOR'S FEES

\$200 – Church – pay to church office
\$100 – Chapel – pay to church office

Fees do not include the offering to the priest.

WEDDING REHEARSALS

Friday weddings will have a rehearsal on the Thursday before the wedding, generally b/w 5:00-6:00 pm
Saturday weddings will have a rehearsal on the Friday before the wedding, generally b/w 5:00-6:00 pm

Different times must be arranged and approved by the wedding director and church office for availability.

- Rehearsal times are subject to change.
- Rehearsals must begin promptly at the scheduled time or time in the church is forfeited.
- Marriage License is given to priest or wedding director at the rehearsal.

WEDDINGS TIMES

Friday Weddings: 6:30 p.m. in the church or chapel

Saturday Weddings: 11:00 a.m.-2:00 p.m. in the church or chapel or
6:30 p.m. in the church or chapel

BRIDES AND GROOM ROOMS

Designated rooms for the bridal party are provided based on availability and must be reserved in advance. Weddings must begin promptly at the scheduled time or time in the church is forfeited.

CHURCH DECORATIONS:

Flowers and candles are permitted in the sanctuary. Candles must be drip free. No tacks, pins, staples or tape may be used. Pew decorations, if used must be tied on (**NO WIRE IS TO BE USED**). All flower holders, candelabras and other rentals must be removed from the church/chapel after the wedding and picked up no later than the next business day after the wedding. Alter flowers may remain if there is not another scheduled event. No decorations are permitted on walls, windows, ceilings or doors. All last-minute floral arranging, etc. should be done in the work room behind the altar or on plastic over the carpet, **NOT ON THE ALTAR**. Florist is responsible for any damage done.

PICTURES AND VIDEOS:

Pictures in the church are allowed only during allotted time and all photographer's equipment must be promptly removed. No flash photography allowed during the wedding ceremony. Photographers may set up equipment in the back of the church up to the beginning of the pews. **NO** photographers allowed in front of the first pew or on the altar during the ceremony. Pictures are **not** allowed in the main foyer after 4:30 p.m. Pictures may be taken outside or in the chapel as long as it does not interfere with parishioners attending Saturday 5:00 Mass or other scheduled events.

MISCELLANEOUS:

- No food or drink allowed in the church
- If young children are in the wedding party, they should be mature enough to follow directions and perform their role without distracting from the ceremony.
- Aisle cloths are not permitted.
- No flower petals may be used on aisle carpet.
- No birdseed, rice, confetti, bubbles, etc. may be used in church or parking lot.
- No cell phone use during the wedding rehearsal or wedding.
- **ABSOLUTLY NO ALCOHOLIC BEVERAGES MAY BE SERVED BEFORE THE WEDDING.** Failure to comply with this rule will have very serious consequences.
- Clothing worn by the wedding party must be appropriate, modest and must not have glitter on it.

*Due to the large number of parishioners and event requests at Prince of Peace, wedding parties cannot be guaranteed exclusive use of the church campus. Please note that other events may be scheduled on the same date. Every effort will be made to schedule events in a manner that accommodates all parishioners.

Booking is not confirmed until bride and groom have met with a priest at Prince of Peace and the signed contract and payment are returned to the church office.

Room Rental Fees

Parishioner Rates

St. Jude Room and Kitchen \$350

*Events serving alcohol and/or events beginning after 5:00 p.m. require a security fee of \$200.

Deasy Hall and Kitchen \$1000

*Events serving alcohol and/or events beginning after 5:00 p.m. require a security fee of \$200.

Non-Parishioner Rates

St. Jude Room and Kitchen \$600

*Events serving alcohol and/or events beginning after 5:00 p.m. require a security fee of \$200.

Deasy Hall and Kitchen \$1500

*Events serving alcohol and/or events beginning after 5:00 p.m. require a security fee of \$200.

ALL ROOM RENTALS REQUIRE A DIOCESAN INSURANCE FEE OF \$100

Includes:

- Cleanup- See Catering Guidelines for more information
- Normal setup
 - Deasy Hall- 18 round tables, a limited number of rectangle tables, 200 chairs
 - St. Jude- standard setup of rectangle tables and chairs
- Special setup, including additional chairs, will require an additional fee and must be approved through the church office. Maximum number of chairs allowed in Deasy Hall is 300 and St. Jude is 75. Chairs may not be removed from any room.

ROOM AVAILABILITY:

- The Deasy Hall & Kitchen will be available at 8:00 a.m. on the day of the event for setup.
- The St. Jude room rental is for 5 hours.
- Event must conclude no later than 11:00 p.m. Event organizers must remove all personal items, leftover food, decorations and must exit the premises no later than midnight.

ALCOHOLIC BEVERAGES:

- The only alcohol allowed is beer, wine and/or champagne. Alcohol and/or containers are not permitted outside the social hall area.
- If alcohol is served, there must be a hired bartender provided by the caterer and all state laws must be observed. (Legal drinking age is 21 years of age). Bar areas are permitted on tiled areas and back deck.

SMOKING:

- Prince of Peace is a smoke free campus. No smoking is allowed in the building or on the grounds.

SUPERVISION OF MINOR CHILDREN:

- At no time are children/youth permitted to roam the buildings or grounds unsupervised.
- Consistent violation of this rule at any event may result in the removal of the violating parties or cancellation of the entire event.

DAMAGES:

- The person booking the building is responsible for any damages. No one is permitted on the playgrounds for ANY reason. Renter must obtain insurance through the Diocese of Birmingham.

DECORATING:

- No decorations are permitted on walls, windows, ceilings or doors. Use of nails, tape, tacks, etc. is not permitted. The stewardship banners in Deasy Hall are not to be removed.

Florist Guidelines

1. Flowers and candles are permitted in the sanctuary. Candles must be drip -free.
2. No tacks, pins, staples or tape may be used.
3. Pew decorations, if used must be tied on (**NO WIRE IS TO BE USED**).
4. All flower holders, candelabras and other rentals must be picked up by the next business day after the wedding.
5. No decorations are permitted on walls, windows, ceilings or doors.
6. All last-minute floral arranging, etc. should be done in the sacristy behind the altar or on plastic over the carpet, NOT ON THE altar.
7. Florist is responsible for cleaning up the sacristy by 4:00 p.m., and for any damages. Please bring your own broom, dust pan, and garbage bags.
8. Please be aware of appropriate dress while delivering to the church.
9. Failure to abide by these guidelines could result in the deposit not being refunded.

Catering Guidelines

Church has a warming kitchen ONLY; we have NO permits for cooking.

1. All served drinks must be kept on the tiled area or outside on deck.
2. You are responsible for restoring the kitchen to the state in which it was found. Removal of church owned items are not allowed.
3. The warmer is NOT to be moved from the kitchen
4. The caterer is NOT allowed to begin delivery to or setting up of Deasy Hall and /or the Multipurpose rooms prior to day of event.
5. Event must conclude no later than 11:00 p.m. Event organizers, including the caterer, must remove all personal items, leftover food, decorations and must exit the premises no later than midnight.
6. After event – all catering items must be removed from kitchen and parish hall. The kitchen and parish hall are scheduled for use on every morning at 7:00 a.m.
7. Caterer needs to bring their own garbage bag liners for use in trash cans.

8. All garbage needs to be hauled away OR put INSIDE dumpster.
9. The church takes NO responsibility for items left overnight in facility.
10. Please do not assume that freezer and refrigerator space is available.
11. Please be aware of appropriate dress while delivering to the church or church hall. These appliances are for parish use only.
12. Caterers are confined to the kitchen only; they are not allowed to use the adjoining room, St. Jude, for storage of any kind. Use of any other room will result in a rental fee for the organizing party or caterer.

Photography Guidelines

1. Pictures in the church or chapel may be taken at the following times; but are subject to change:
 - a. **Friday Weddings:** 5:00-8:00 p.m.
 - b. **Saturday Day Weddings:** 3½ hrs, ending no later than 4:30 p.m.
 - c. **Saturday Evening Weddings:** 2:30-4:30 p.m. and 6:30-8:00 p.m.
2. All photographers' equipment must be removed by 4:30 p.m.
3. NO pictures allowed in the main foyer after 4:30 p.m.
4. No flash photography allowed during the wedding ceremony.
5. Photographers may set up equipment in the back of the church up to the beginning of the pews.
6. NO photographers allowed in front of the first pew or on the altar during the ceremony.
7. Please be aware of appropriate dress while in attendance at the church.
8. Any of these guidelines may change according to the church schedule.