

St. Charles Borromeo Roman Catholic Church
11342 Spruce Ave, Bloomington CA 92316
Phone 909-877-0792

Wed Date _____
Time _____
Language _____
Receipt # _____

Wedding Contract

The Sacrament of Marriage is a sacred and solemn ceremony. Before any wedding ceremony is scheduled at St. Charles Borromeo Catholic Church, both the prospective bride and groom must agree to the following conditions. Both parties must initial each paragraph and sign the contract before returning it with the required initial nonrefundable deposit of \$100.00. Failure of any person to comply with these requirements may result in the cancellation of service.

Donation

_____ The total amount of \$500.00 for the ceremony must be paid at least 30 days prior to the rehearsal. This total includes the \$100.00 nonrefundable deposit. If you have any monetary problems, please come talk to the Pastor personally.

_____ The deposit is nonrefundable once the wedding date has been scheduled.

_____ \$50.00 dollar refundable, if applicable, "Clean up fee" must be tendered at time of deposit and setting the date. This fee is in the case that there is any clean up that has to be done by the parish after the ceremony. It includes but is not limited to the specifics below. (Flowers and decorations in the Church)

Paperwork and Pre-marital requirements

_____ You are required to speak with Juan Antonio and Lorena Rodriguez 909-991-8690 or 909-874-4612. A permission slip will be given to you by Juan Antonio and Lorena giving the go ahead to set your wedding date.

Paperwork includes:

1. Copy of Baptism Certificate (recent, within the last 6 months)
2. Certificate of first communion.
3. Certificate of Confirmation
4. Civil marriage certificate and/or Marriage license (required within one month of issuance. County Hall of Records Office located at 222 W. Hospitality Lane, San Bernardino, CA.)
5. Pre-marital preparation. (St. Charles Borromeo currently offers 2 retreats per year in Spanish only).
6. Classes of Natural Family planning. (St. Charles Borromeo offers 3 complete courses throughout the year in Spanish only.)

_____ You are required to have a pre-marital counselling session with our Pastor.

Flowers and decorations in the Church

_____ Family and/or florist must clear their decorating plans with the Office. (**Office use only: Date** _____)

_____ The time for decorating the church is limited to half an hour prior to the event or early in the morning before any events begin.

_____ Decorations must not be attached to the chairs, walls, carpeting, or other furniture by pinning, nailing, gluing, or tacking.

_____ The use of flowers and/or greenery requires that surfaces be protected from water damage. Any flower arrangement that are placed in the altar area must be left behind and will become part of the décor for the Sunday Masses. The wedding party is responsible to ensure the facility is left in the same conditions as when the ceremony began. All trash (flower boxes, etc.) must be removed.

_____ Confetti, rice, birdseed, and similar items may NOT be dropped on church property by anyone.

_____ Releasing doves or any kind of birds are NOT allowed.

_____ All decorations must be removed by the bride and groom immediately following the wedding.

Schedule

- _____ There are many events scheduled at St. Charles Borromeo. To avoid schedule conflicts rehearsals and wedding ceremonies must begin and end on time. There are no exceptions.
- _____ Rehearsals are ONLY for those involved directly in the wedding (e.g. bride, groom, wedding party, lectors, parents). All others are asked not to attend the rehearsal so that this time of preparation may be done with speed and clarity. Rehearsals are 2 weeks before the wedding. Please maintain a current phone number on file in the office.
- _____ Couples must choose Lectors for the day of the ceremony from their group of family and friends. Lectors must be present at the time of rehearsal.

Photography

- _____ **Out of respect for the celebration, we reserve the right to ask the photographer and the videographer to step outside during the celebration if necessary. (Office use only: Date _____)**
- _____ Flash photography aimed at the Pastor is not allowed at any time during the ceremony either by professional photographers or friends and family. Pictures may be taken before the ceremony and immediately after depending on the time of the next scheduled ceremony. Video recording must be done from a fixed location during the ceremony.
- _____ In order to avoid misunderstandings with the photographer and videographer during your wedding process, we suggest that you pay them ½ of the contract when you hire them and ½ of the contract any time after the mass celebration has been celebrated.

Choirs

- _____ Fees to the choirs are negotiated by and paid directly to the musicians. Payment to the choirs is not included in the wedding total of \$500.00. Outside musicians must be approved by our Pastor 6 weeks prior to wedding date. **(Office Use Only: Initials of Pastor for approval _____ Date _____)**
- _____ Securing a Choir is the sole responsibility of the wedding party.

Dress Code

- _____ The Sacrament of marriage is a sacred ceremony. The nature of the ceremony requires that the dresses worn by the bride and her attendants be of modest nature. Hence, please use good judgment when choosing your attire. If at the time of the ceremony the presider or parish Sacramental Coordinator judges that any dress is inappropriate, they have the right to cancel the ceremony. (If there are questions regarding the appropriateness of the bride's or attendant's dresses, please contact the office.)

Cancellation Policy

- _____ The \$100.00 deposit is not refundable. Any additional payments made are refunded if the wedding is canceled.
- _____ The \$50.00 "Clean Up Fee" will be refunded if the wedding is canceled.

Other

- _____ No food or beverage other than water is allowed in the church prior to , during or after the ceremony.

We hereby agree to the terms stated above.

(Printed name of the Bride)

(Signature of Bride)

Phone

(Printed name of the Groom)

(Signature of the Groom)

Phone

(Date Signed)