

Holy Spirit Catholic Church

355 Independence Blvd.
Christiansburg, Virginia 24073
540-381-0299

Things to consider as you make plans for your Wedding Ceremony:

Deposit & Security Fee: \$250 (required of everyone) – When reserving a date for your service, please attach a check to the registration forms. This check will be returned after the wedding as long as nothing is damaged. **Please check here** if you would like to use your deposit as a donation to Holy Spirit Catholic Church instead of having it returned.

Insurance Coverage (Registered members of one year not required) – Non registered members requesting to be married at Holy Spirit will be required to obtain the Special Events Insurance coverage through the Diocese of Richmond. Please complete the attached form along with your check for \$100 and return to the Diocese.

Preparation Rooms: For ceremonies held at Holy Spirit, a \$50 rental fee allows access for the use of rooms to prepare (dressing, receiving family and close friends, and wedding photography) 2 hours prior to your ceremony start. Preparation rooms must be cleaned and vacated by 1:00pm following an 11am ceremony, and, by 3pm following a 1pm ceremony.

Stipend for Holy Spirit: \$100 – this is a suggested donation to help cover the cost of administrative processing, preparation materials and utilities.

Stipend for Clergy: The Roman Catholic Church does not charge to celebrate a sacrament; however, clergy are allowed to receive a stipend for their time and a suggested fee ranges from \$100-\$300.

Stipend for fill-in Priest: Should your wedding ceremony occur during a regularly scheduled Mass time (off-site), a fill-in priest will be required at Holy Spirit to celebrate the Mass. The fee for this is \$150.00.

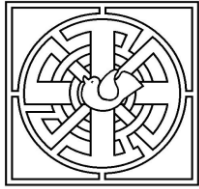
** Should you require accompaniment, either piano or organ, Holy Spirit can provide you with some contact information. Compensation will be determined by the provider and NOT covered or paid through Holy Spirit.

Wedding Receptions at Holy Spirit: The Diocese of Richmond requires Special Events Coverage for non-parish sponsored activities and events. Cost of coverage is \$100 per event. The application (attached) must be submitted and approved no later than 15 days before the event. In addition, there is a non-refundable charge of \$100 for use of the social hall, kitchen and bathroom facilities; included with this is use of kitchen equipment (stove, refrigerator, warming cabinet, coffee urns, pots, pans and utensils (paper products not included); tables and chairs. Social hall and kitchen should be reassembled as found and all items that were used cleaned. Garbage should be placed in outside bins.

MARRIAGE OF: _____

DATE REQUESTED: _____ **Preparation Rooms?** _____ **Reception?** _____

CONFIRMED DATE: _____ **RECEIVED BY/DATE:** _____



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Puntos de considerar al planificar su ceremonia religiosa:

Deposito y costo de seguridad (requerido a todos)- Al reserva una fecha para su servicio, por favor acompañe un cheque con su forma de registraci3n. El cheque ser3 reembolsado despu3s de la boda al confirmar que no hubo da3os. **Por favor indique** si desea donar su deposito a la parroquia de Holy Spirit en vez de ser reembolsado a usted.

Cobertura de seguro (no requerido para feligreses registrados, minimo por un a3o)- Feligreses que aun no son registrados, requieren obtener un seguro para el evento previsto a trav3s de la Diocesis de Richmond. Por favor complete la forma necesaria y regrese a la Diocesis junto con un cheque de \$100.

Uso del salon en preparaci3n de su boda- Para ceremonias llevada acabo en Holy Spirit , se requiere un cobro de \$50 para acceso al sal3n social (para vestir, recibir familiares y amistades y fotograf3as) 2 horas antes de iniciar la ceremonia. El sal3n debe ser limpiado y evacuado a las 1pm para ceremonias conducidas a las 11am. Y a las 3pm para ceremonias conducidas a las 1pm.

***Cobros para la parroquia Holy Spirit-** \$100, esto es una sugerencia de donaci3n para cubrir los gastos administrativos de proceso, preparaci3n de materiales y utilidades.

***Cobro para el clero de Holy Spirit-** La Iglesia Catolica Romana no cobra por celebraciones sacramentales; aunque, al clero se le permite recibir recompensa por su tiempo y la suma sugerida es de \$100 a \$300.

***Costo por un P3rroco Suplente:** Si su ceremonia matrimonial se lleva acabo durante un horario ocupado (y fuera de nuestra localidad), se requiere un P3rroco suplente en nuestra parroquia de Holy Spirit para celebrar la Misa. El costo es de \$150.00.

****Si usted desea acompa3amiento de piano o 3rgano,** Holy Spirit le puede proveer la informaci3n con quien se pueda comunicar directamente. Arreglos y pago son totalmente APARTE de Holy Spirit.

Recepci3n en Holy Spirit- La Diocesis de Richmond requiere una cobertura de seguro para todo evento o actividad fuera de la parroquia. Costo es de \$100 por evento. La aplicaci3n debe ser completada, enviada y aprobada no mas tardar de 15 dias antes del evento. Adicionalmente habr3 un cobro de \$100 para el uso del sal3n social, cocina, ba3os; incluyendo el uso del equipo de cocina (estufa, refrigerador, microonda, cafetera, ollas, sartenes, utensilios, mesas y sillas. Productos desechables no son incluidos. Todas las 3reas ocupadas deben ser limpiadas y organizadas tal y como las recib3.

BODA DE: _____

FECHA APARTADA: _____ **Salon de Preparaci3n** _____ **Recepci3n** _____

FECHA CONFIRMADA _____ **RECIBIDO POR/FECHA** _____