

**St. Catherine of Siena Catholic Church**  
**10688 Shadow Wood Dr.**  
**Houston, Texas 77043**  
**713-467-8170**  
**stcat7433@sbcglobal.net**

**Wedding Information Form**

**Please Print Legibly**

Name of Bride \_\_\_\_\_

Address \_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Home E-mail \_\_\_\_\_

Work E-mail \_\_\_\_\_

Name of Groom \_\_\_\_\_

Address \_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Home E-mail \_\_\_\_\_

Work E-mail \_\_\_\_\_

My signature confirms that I have read and agree to comply with the policies of St. Catherine of Siena Catholic Church concerning the celebration of Holy Matrimony.

\_\_\_\_\_  
**Bride's Signature**

\_\_\_\_\_  
**Groom's Signature**

\_\_\_\_\_  
**Bride's Printed Name**

\_\_\_\_\_  
**Groom's Printed Name**

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

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

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**Wedding Policies – Parishioner**

- 1) Weddings are scheduled only through the pastor of St. Catherine of Siena Catholic Church.
- 2) In order to set a wedding date, the pastor of St. Catherine of Siena must be contacted at least six months prior to the proposed wedding date, so that there is time for the necessary marriage preparation and documentation to be completed.
- 3) Weddings are not celebrated on Sundays.
- 4) Ring Bearers and Flower Girls must be at least five years of age. The use of confetti, flower petals, rice, etc. is strictly prohibited in the church and on the grounds.
- 5) No flash photography is allowed during the ceremony. Please consult the minister performing the ceremony regarding the use of video recording equipment, etc.
- 6) Flowers and other decorations must be coordinated through the parish office.
- 7) The marriage license must be available at the wedding rehearsal or before. Please remember, most marriage licenses are not valid until the third day after they are issued and expire 31 days after acquisition.
- 8) For the ceremony in the church, the use of wedding coordinators is prohibited.
- 9) **For the use of the Church only:**
  - i) The parishioner wedding fee is granted to members of the St. Catherine of Siena Catholic Church who have been registered and actively participating for at least one year prior to setting the wedding date. The non-parishioner fee applies in every other case.
  - ii) Church rental for parishioners is \$500.00 plus a refundable damage deposit in the amount of \$250.00. A down payment of \$500.00 (which includes the damage deposit plus ½ of the church rental fee) is due when the wedding date is finalized with the Pastor. The balance of the rental fee (\$250.00) is due three months prior to the wedding. If the wedding is cancelled less than 3 months before the booked date, the deposit will be forfeited.

- iii) The damage deposit will be returned to you within two weeks after the wedding. Deducted from the deposit will be the cost of damage and clean up. If the deposit does not cover such costs, you will be responsible for the difference.

10) **For the use of the Parish Hall only:**

- i) Parish Hall rental for parishioners is \$300.00 plus a refundable damage deposit in the amount of \$200.00. The total rental fee plus deposit (\$500.00) is due at the time of the booking. If the wedding is cancelled less than 3 months before the booked date, the deposit is forfeited.
- ii) The damage deposit will be returned to you within two weeks after the wedding. Deducted from the deposit will be the cost of damage and clean up. If the deposit does not cover such costs, you will be responsible for the difference.
- iii) The Parish Hall rental also requires Special Event Insurance with the Archdiocese of Galveston-Houston. The cost of the insurance is \$25.00 and is due when the parish hall fee is paid. The application for the insurance and the policy issued for the event is hereby made part of this agreement.

11) Any item/matter not covered in this agreement must be discussed with and approved by the Pastor.

Agreed to this Date:

Bride: \_\_\_\_\_ (Printed Name): \_\_\_\_\_

Date: \_\_\_\_\_

Groom: \_\_\_\_\_ (Printed Name): \_\_\_\_\_

Date: \_\_\_\_\_

<b>Office Use Only</b>	
<b><u>Rehearsal</u></b>	
Date: _____	Time: _____
<b><u>Wedding</u></b>	
Date: _____	Time: _____

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**Wedding Policies – Non-Parishioner**

- 12) Weddings are scheduled only through the pastor of St. Catherine of Siena Catholic Church.
- 13) In order to set a wedding date, the pastor of St. Catherine of Siena must be contacted at least six months prior to the proposed wedding date, so that there is time for the necessary marriage preparation and documentation to be completed.
- 14) Weddings are not celebrated on Sundays.
- 15) Ring Bearers and Flower Girls must be at least five years of age. The use of confetti, flower petals, rice, etc. is strictly prohibited in the church and on the grounds.
- 16) No flash photography is allowed during the ceremony. Please consult the minister performing the ceremony regarding the use of video recording equipment, etc.
- 17) Flowers and other decorations must be coordinated through the parish office.
- 18) The marriage license must be available at the wedding rehearsal or before. Please remember, most marriage licenses are not valid until the third day after they are issued and expire 31 days after acquisition.
- 19) For the ceremony in the church, the use of wedding coordinators is prohibited.
- 20) **For the use of the Church:**
  - i) The parishioner wedding fee is granted to members of St. Catherine of Siena Catholic Church who have been registered and actively participating for at least one year prior to setting the wedding date. The non-parishioner fee applies in every other case.
  - ii) Church rental for non-parishioners is \$700.00 plus a refundable damage deposit in the amount of \$350.00. A down payment of \$700.00 (which includes the damage deposit plus ½ of the church rental fee) is due when the wedding date is finalized with the Pastor. The balance of the rental fee (\$350.00) is due three months prior to the wedding. If the wedding is cancelled less than 3 months before the booked date, the deposit will be forfeited.

- iii) The damage deposit will be returned to you within two weeks after the wedding. Deducted from the deposit will be the cost of damage and clean up. If the deposit does not cover such costs, you will be responsible for the difference.

21) **For the use of the Parish Hall:**

- i) Parish Hall rental for non-parishioners is \$500.00 plus a refundable damage deposit in the amount of \$250.00. The total rental fee plus deposit (\$750.00) is due at the time of the booking. If the wedding is cancelled less than 3 months before the booked date, the deposit is forfeited.
- ii) The damage deposit will be returned to you within two weeks after the event. Deducted from the deposit will be the cost of damage and clean up. If the deposit does not cover such costs, you will be responsible for the difference.
- iii) The Parish Hall rental also requires Special Event Insurance with the Archdiocese of Galveston-Houston. The cost of the insurance is \$25.00 and is due when the parish hall fee is paid. The application for the insurance and the policy issued for the event is hereby made part of this agreement.

22) Any item/matter not covered in this agreement must be discussed with and approved by the Pastor.

Agreed to this Date:

Bride: \_\_\_\_\_ (Printed Name): \_\_\_\_\_

Date: \_\_\_\_\_

Groom: \_\_\_\_\_ (Printed Name): \_\_\_\_\_

Date: \_\_\_\_\_

<b>Office Use Only</b>	
<b><u>Rehearsal</u></b>	
Date: _____	Time: _____
<b><u>Wedding</u></b>	
Date: _____	Time: _____