



## Parish of St. John the Divine, Squamish

1930 Diamond Rd. PO Box 236  
Garibaldi Highlands, BC V0N 1T0

(604) 898-5100

Web: [www.stjohnsquamish.ca](http://www.stjohnsquamish.ca)

Email: [info@stjohnsquamish.ca](mailto:info@stjohnsquamish.ca)

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### WEDDING AGREEMENT

*This form constitutes an Agreement for use of St. John's Church for your wedding. Fees & Costs are included.  
A separate rental Agreement is used for the Hall for reception & rehearsal parties.*

Today's Date: \_\_\_\_\_

#### RENTER / USER CONTACT INFORMATION:

Authorized Name: \_\_\_\_\_

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

#### WEDDING INFORMATION:

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

#### BRIDE

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Church Denomination: \_\_\_\_\_ Baptized: \_\_\_\_\_

#### GROOM

Name of Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Church Denomination: \_\_\_\_\_ Baptized: \_\_\_\_\_

Have either parties been married before? Y \_\_\_ N \_\_\_ Widowed? Y \_\_\_ N \_\_\_

Officiating Minister: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\* We require a letter from the presiding ministers denominational leader to provide a letter stating the Minister is licensed in the Province of BC and is in good standing with the church. \*\***

## WEDDING AGREEMENT

### Parish of St. John the Divine, Squamish

The first Anglican wedding at St. John's was October 11th, 1914 when Frank Buckley married Doris Galbraith in our original historical building in downtown Squamish. In 1965, the church moved to it's new location where natural sunlight shines into our sanctuary and illuminates the beautifully hand-crafted rosewood beams and century old tapestries. The space will hold up to 120 people in it's pews to a maximum of 190. There is an outdoor courtyard available for a small outdoor wedding or reception during the summer months.



### NATURE OF FACILITY & SERVICE PROVISIONS

- \* St. John Sanctuary, Narthex, Bridal Room and Courtyard
- \* Priest-in-Charge & Wedding Coordinator
- \* Pianist
- \* Altar Stands and Altar Pillows
- \* Two floral arrangements

### OUTSIDE REQUIREMENTS

- \* Hired Musician or Soloist
- \* Digital Audio/Music Equipment
- \* Additional Floral Arrangements
- \* Pew Markers & Decorations
- \* Unity Candles

### ACCESS & SECURITY

**Access to church will be available prior to the schedule wedding date either during office hours or by appointment only. Church staff will be available before, during and after your ceremony to assist you in making sure your wedding ceremony runs smoothly.**

### USAGE TIMES:

**Rehearsal Date:** \_\_\_\_\_ **Rehearsal Time:** \_\_\_\_\_ AM / PM

Will your rehearsal dinner be in the Parish Hall? Y \_\_\_ N \_\_\_

### Reception

Will your reception banquet be in the Parish Hall? Y \_\_\_ N \_\_\_

(if not, where will reception be held?) \_\_\_\_\_

Will this event be catered? Y \_\_\_ N \_\_\_ (If yes, provide the name & contact information of caterer and confirm they have licensing & liability insurance in place)

**\*\* A separate agreement is required for the use of the Parish Hall for rehearsal dinners/parties and reception banquets \*\***

## **WEDDING AGREEMENT**

### **Parish of St. John the Divine, Squamish**

#### **Weddings at St. John the Divine**

As we are located in the beautiful Sea to Sky Corridor, you will find Squamish to be a very special and unique place to hold your wedding. We are nestled in a valley amongst some pretty majestic mountain and ocean settings. At St. John's, we are here to assist you in making your wedding ceremony a beautiful and meaningful event. Your wedding consultation should be arranged six months in advance of your wedding ceremony. We have attached an information sheet which will help you make your wedding plans for the church and guide you in making the most of your decisions.

#### **DECORATIONS**

**Flowers:** Live or silk flowers / plants may be used to decorate the church. Please consult the church liaison for placement and suitability. Two standing flower arrangements may be provided. (negotiable) Professional floral arrangements will require the florist to provide the appropriate floral stands. All flowers required for display must arrive at the church during the time of rehearsal or one hour before ceremony.

**Candles:** The candles on the altar will be lit for the service. Family and Unity candles must be drip-less and be provided by the family and placed on a table/stand beside altar. There are no candelabras available at this time. Please note there are no open flames allowed in the seating or entry areas of the church, however you have the option of using battery operated candles.

**Pew Markers:** Markers may be tied or hooked over the ends of the pews and you will need 24 to have a marker on each side of the pews. These markers and all other decorations can be arranged at the time of the rehearsal.

**Confetti:** There will be no confetti, rice or bird seed allowed inside or outside the church as it is difficult to clean. Special permission may be granted for use of silk flowers petals for ceremony.

**Seasonal Decorations:** Please note that there are different times throughout the church year when seasonal decorations are put up in the church. If your wedding date is during one of these times, the church decorations will not be removed for the wedding. Examples of these seasonal decorations are Easter, Harvest Thanksgiving, Advent and Christmas.

**Other things to consider:** Nothing in the church can be veiled, covered or removed as they are symbols of our faith. Nothing but our candles and possibly a unity candle can be placed on the altar. A linen cloth will be provided.

**Be Prepared:** Please come to the rehearsal with all the music ready to go and the wedding party's entry into the church organized and should include the order in which the men stand and the women process. All decorations and extras should be ready & placed at this time.

*\*\* Weddings are not performed during Holy Week. This begins before Palm Sunday and ends Easter Sunday. Nor do we perform weddings on Christmas Day and special permission will be required for any Sunday wedding requests. \*\**

## WEDDING AGREEMENT

### Parish of St. John the Divine, Squamish

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**Musician:** Our pianist is happy to work with you in regards to your music selection for your ceremony. She has a wide variety of songs & hymns to choose from OR you can provide your own. We ask that you contact our pianist at least **60 days** before the wedding as this will allow for the best possible presentation of music at your wedding. If you have your own selections, please provide appropriate sheet music well in advance if your request is new to our pianist. She reserves the right to charge extra rehearsal that might be specific for your wedding.

**Soloist:** If you are hiring a soloist or instrumentalist for your wedding, please note they do not come under this agreement or schedule of fees. Arrangements for payment for this service should be made directly with the artist.

**Audio/Visual Equipment:** Our sound system will be available at the rehearsal and wedding day. We have wireless hand held microphones as well as a wireless headsets. At present, we do not have the ability to connect any portable music devices to our audio system. If you require digital music for the ceremony, it will be the responsibility of the wedding party to provide this.

**Photographers:** We cooperate fully with your photographer, giving ample opportunity for great pictures. Please ask your photographer to speak to the minister before the ceremony. During the ceremony, only non-flash photography may be used. The photographer & video operators are expected to respect the solemnity of the wedding ceremony and be invisible to all involved. Wearing dark clothing and soft-soled shoes are a requirement. They are asked to NOT go behind the altar, get in the way of clergy or move back & forth around the clergy.



**Rehearsal and Wedding Time Slots:** Rehearsal times are usually the night before the wedding and are typically booked between 4:00 pm and 8:00 pm. We allow one hour for a rehearsal and expect the wedding party to arrive promptly. Wedding times are generally booked for 3 hours which allows for decorating set up and removal. Variations can be made should the party wish to decorate the night before. Make arrangements to have decorations removed and to assist with the clearing of related items the sanctuary.

CLEAN UP COORDINATOR: \_\_\_\_\_ CELL: \_\_\_\_\_

## WEDDING AGREEMENT

Parish of St. John the Divine, Squamish

### BOOKING AND WEDDING FEES:

The complete cost for the rehearsal & wedding is \$1000.00 CAD. There is a \$300.00 booking deposit required on booking your wedding. Wedding date booking and price are not guaranteed until we receive your \$300.00 deposit. Half the deposit will be forfeited if the wedding is cancelled 31 days or more from the wedding date and the entire booking deposit will be forfeited if cancelled within 30 days or less from the wedding date.

There is an additional \$100.00 damage deposit required 30 days before your wedding and will be refunded one week after your wedding.

The \$700.00 balance of your booking is due 30 days prior to your wedding date.

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

### LIABILITY INSURANCE:

For your protection, weddings, receptions and parties must provide us with a Certificate of Liability Insurance for a minimum amount of \$2,000,000 coverage, with St. John the Divine, Squamish as a named insured.

St. John the Divine has a liability insurance policy which protects the Parish. Your Certificate of Liability insurance protects all of us, but it especially protects the renters (you) against any actions to recover damages or injury, by our insurers. Your event liability coverage will cover the entire time you are booking our church or hall and not just your wedding or reception times.

Renters unable to obtain a certificate through their organization, homeowners or tenants policy can purchase coverage through the Diocese of New Westminster. Policies are reasonably priced and provides excellent protection for the renter. St. John the Divine can not proceed with rental without confirmation of coverage.

Weddings & Parties (non-alcoholic)	26-100 people	\$25.00
	101-250 people	\$50.00
Weddings & Parties (alcohol)	25-100 people	\$100.00
	101-250 people	\$150.00

If you are being **married by our Priest**, your wedding in the church comes under our liability policy however if your reception follows in the parish hall and alcohol is served, you will require your own liability coverage.

Certificate of Insurance Policy No. & Expiry Date: \_\_\_\_\_

Initial \_\_\_\_\_

**WEDDING AGREEMENT**  
**Parish of St. John the Divine, Squamish**

**WEDDING PACKAGE—OPTION A**

DESCRIPTION	INCLUDED	OPTIONAL
Officiating Minister	Yes	
Pianist	Yes	
Wedding Coordinator	Yes	
Custodial	Yes	
Basic Audio System	Yes	
Floral Arrangements	Yes	\$100.00 value
Wedding Rehearsal	Yes	
TOTAL COST	\$1100.00	
* booking deposit \$300	<b>\$1100.00</b>	<b>\$1000.00</b>
* balance (30 days from wedding) \$700		
Refundable Damage Deposit	Extra	\$100.00
Liability Insurance	Extra	\$25-\$150.00

**WEDDING PACKAGE—OPTION B**

DESCRIPTION	INCLUDED	OPTIONAL
Officiating Minister	No	
Pianist	Yes	
Wedding Coordinator	Yes	
Custodial	Yes	
Basic Audio System	Yes	
Floral Arrangements	Yes	\$100.00 value
Wedding Rehearsal	Yes	
TOTAL COST	\$900.00	
* booking deposit \$300	<b>\$900.00</b>	<b>\$800.00</b>
* balance (30 days from wedding) \$700		
Refundable Damage Deposit	Extra	\$100.00
Liability Insurance	Extra	\$25-\$150.00

NOTE: Wedding programs & printing are the responsibility of the bride & groom

**The sacrament of marriage is not for hire**, it is a privilege extended by Christ to his church, of which St. John is a member. This agreement does not constitute a guarantee that we will officiate any marriage or wedding. Every effort will be made to be sure your marriage is beautiful and appropriate, but we reserve authority over your wedding, including the right to cancel (with cause). Weddings done under the auspices of St. John clergy and will follow the prescribed rules and requirements of the Anglican Church of Canada.

## **WEDDING AGREEMENT**

### **Parish of St. John the Divine, Squamish**

#### **MARRIAGE LICENSES:**

Three months prior to your wedding date, you will need to buy a marriage license. Only one member of the couple is required to apply for the marriage license but he or she must apply in person and show primary identification. The marriage license issuer may accept a driver's license or passport. The cost is \$100 and is non-refundable.

#### **MARRIAGE REGISTRATION:**

At any wedding in British Columbia, the couple, two witnesses and the officiant submits the registration to the [Vitals Statistics Agency](#) where the registration information becomes a permanent legal record.

#### **MARRIAGE PREPARATION:**

Once your wedding application has been received by St. John's, the officiating priest will meet with you to discuss and assess any marriage preparation requirements. Respectively, St. Francis in the Wood (West Vancouver) and St. Mary's (Kerrisdale) offer marriage preparation courses and the cost is \$285.00 per couple. You may visit the [Diocesan of New Westminster's](#) website to obtain course schedule & outlines.

#### **MARRIAGE CERTIFICATE:**

Every couple marrying in British Columbia receives a marriage certificate by mail once Vital Statistics has registered their marriage. On average, couples receive their marriage certificate three weeks after the wedding takes place. Vital Statistics mails the certificate to the address the couple provides when they bought the marriage license. BC marriage certificates can be ordered by either person named on the certificate or person with written authorization. You may apply for your marriage certificate in person, by mail, or online [here](#).



St. John the Divine is only available for Christian marriages. If your Pastor is officiating your wedding, he must provide St. John's with his/her Provincial Registration Number entitling him to perform and register marriages. It is also his/her responsibility to ensure your marriage is properly documented and registered with the Province of British Columbia.

**WEDDING AGREEMENT**  
**Parish of St. John the Divine, Squamish**

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**AGREEMENT**

**I / We agree to the above Terms & Conditions:**

**On behalf of Renter / User**

**Authorized Signature (s)**

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**On behalf of St. John the Divine**

\_\_\_\_\_  
**(signature)**

**Contact Information:**

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

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

Email: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ Cell: \_\_\_\_\_

Where information cannot be completed, such as contact information, the words "to follow" may be used. Information must be completed 30 days before event takes place.

Date of Execution: \_\_\_\_\_ Initials