

*We look forward to
serving you.*

Weddings




St. John Church
Transformation Ministries
INTERNATIONAL
Transforming Lives - Restoring Communities

2001 S. J Street, Tacoma, WA 98405
253.572.7054 • www.stjohntacoma.org



CONTACT OUR ADMINISTRATIVE OFFICE AT
253.572.7054 FOR ASSISTANT IN PLANNING EVERY
FACET OF THIS CELEBRATION.

A COMPLETE GUIDE TO HOSTING
YOUR SPECIAL DAY


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A WEDDING at St. John Church Transformation Ministries International is a brides every wish, and a couples every dream. As a landmark of distinction and tradition for over 50 years, we have been home to the some of the finest weddings and you will find everything you need to fulfill your every wedding desire.

Thought it couldn't get better? We offer assistance in church related planning amidst elegant surroundings and flawless service.

Overview

THE DATE and time of the ceremony will be established in accordance with the availability of facilities. We make every effort to accommodate the desires of the couple if feasible. Our Church does not accommodate services for those that are non-Christian. A premarital interview is **required** (if you desire our staff to perform a ceremony). Contact the administrative offices **253.572.7054** for hours, requirements and further information.

DEPOSITS

All appointments and dates must be submitted at least 45 days prior to the ceremony. **There is a 50% nonrefundable charge required upon submission of signed contract. Facilities will not be reserved until all deposits have been received.** This amount will be applied toward the total balance. **The balance is due 30 days before the wedding date (if received after the 30 day deadline additional fees may apply).** In order to observe member pricing, you must be a member of St. John Church Transformation Ministries International least 90 days prior to wedding date.

Wedding fees

	MAIN SANCTUARY		BOLES CHAPEL	
	M	NM	M	NM
Facility Usage Fee	\$750	\$825	\$350	\$450
<i>Facility Usage Fee includes sanctuary, basic lighting, sound, two dressing rooms. A \$150.00 refundable custodial fee will be added to above said charges. M = Member, NM = Non-Member</i>				
Pastor			\$150	
Minister			\$100	
Banquet/Social Hall			\$350	
Extended Lighting/ Sound Package			\$150	
Musician			\$150	
Basic Videographer			\$200	
Premarital Interview			\$75	
Kitchen/ Service Area Usage Fee			\$150	

Decoration fees

Archway	\$100
Candelabra's (Heart or Circle) (per 2)	\$65
Ring Pillow/Flower Girl Basket (per 2)	\$15
White Dinner Table Top Decorations (per 6)	\$150
White Aisle Runner	\$50
Standard white/red/pink bouquets	\$25
Standard white pillar (1 each)	\$20

Decorations & room setup

YOU MAY decorate the sanctuary or other rooms to give it any look you desire for your event. Only earthquake putty, scotch tape or string is allowed. The use of nails, staples or drills is NOT allowed. Machines that create smoke, mist or bubbles are NOT allowed. We do offer decoration rentals that are subject to an additional deposit and are returned at completion of event.

The Facility Coordinator must approve all decorations before being hung. You are required to clean up after the wedding ceremony. This includes removal of decorations from the main sanctuary and the lobby. If the dressing rooms, bathrooms, kitchen or Social halls is used, they must be cleaned. If the facilities are not left in the condition they were received, there will be a \$150.00 fee will not be refunded.

KITCHEN REQUIREMENTS

Full kitchen facilities are available. Caterers are welcome or you may cook and provide the food yourself. Please be aware that cooking, eating and serving utensils, food containers, dish towels, pot-holders, dish soap, etc. are not provided. Kitchen service fee applies.

MUSIC REQUIREMENTS

All music, (songs, CDs and cassettes) must be approved. A song list must be submitted to the Facility Coordinator for approval. No music with a (intimate) context is allowed during the ceremony and music restrictions apply during the reception. No one is permitted into the sound booth.



CONDUCT

No alcoholic beverages will be served or consumed on the property. Smoking is not allowed in or around the building. Rice is not permitted; only birdseeds and they must be done outside the building. Bubbles are strongly preferred. Supervision is required for all activities to prevent injury or damage. All activities must be in accordance with Church policies and procedures.

ANIMALS

Only service dogs, with proper documentation, are permitted inside the building.

CANCELLATION CLAUSE

We reserve the right to cancel your reservation with refund, within 30 days of the reservation date. If the couple wishes to cancel, all cancellations must be done in writing 30 days in advance, and the deposit is **nonrefundable**. If the user neglects to inform the facility coordinator of cancellation or cancels 30 days or less of the reserved wedding date, then the total amount of fees for the wedding IS STILL due by the user.