



1888 Bush Street, San Francisco CA 94106 • Phone (415) 775-1117 • Fax (415) 775-3978 • www.sftrinity.org • admin@sftrinity.org

Dear Prospective Couple:

We are thrilled that you are considering Trinity as a venue for your special day. More than anything, we enjoy opening our space to the celebration of love and commitment made between two people in the rite of Marriage. Thank you for considering us to host your event.

Attached is our Wedding Registration Guide. It contains enough information to answer what may be many of your initial questions about Trinity as a space for weddings. There is information about the actual space, directions, public transit and parking, fees, and what limited restrictions we have.

Couples who wish to reserve a date for their wedding are encouraged to call for verification of date availability or to see our calendar online at <http://www.sftrinity.org/html/calendar.htm>. Weddings and wedding related events are listed as "busy" on our calendar to ensure privacy.

Once you have verified a date, please fill out the "Registration for Weddings and Blessings" and also the "Reservation of Space Agreement" in this information packet. The first will provide us with some basic information about you as a couple, your officiant, and staff for the event. The second will allow us to properly schedule your event on our calendar. Please read this entire guide carefully, and pay particular attention to the terms and conditions under "Building Use, Fees & Deposits."

Once you have filled in your forms, please mail them to Trinity with your deposit to my attention in order to reserve your wedding date. Wedding dates cannot be scheduled or held until receipt of your deposit.

If, after reading the Registration Guide, you have more questions or wish to tour the facility, I warmly encourage you to call me so we can arrange a tour. I am in the office Tuesday through Saturday.

Trinity makes no distinction between couples of one religious tradition or another (or none), and no distinction based on the gender of the couple involved. We support marriage equality and hope that our sanctuary will be a place filled with the celebration of love. Whoever you are, you are welcome to celebrate your marriage here.

Br. Karekin Yarian, BSG
Parish Administrator/Wedding Coordinator
Trinity Episcopal Church, SF
weddings@sftrinity.org
(415)775-1117

Trinity Wedding Registration Guide

Registration for Weddings and Blessings

Today's Date _____

Ceremony Date _____ Time _____

Rehearsal Date _____ Time _____

First Party Information

Full Name _____

Address _____ City _____ State _____ zip _____

Home Phone _____ Age ____ Date of Birth _____

Work Phone _____ E-mail _____

Mobile Phone _____

Religious Affiliation _____

If Christian, have you been baptized? _____ Date _____

Second Party Information

Full Name _____

Address _____ City _____ State _____ zip _____

Home Phone _____ Age ____ Date of Birth _____

Work Phone _____ E-mail _____

Mobile Phone _____

Religious Affiliation _____

If Christian, have you been baptized? _____ Date _____

Trinity Wedding Registration Guide

Ceremony Information

Will you need Trinity clergy to perform the ceremony? Yes ___ No ___

If not, please provide contact information for the officiant/minister:

Name _____

Religious Affiliation _____

Contact Phone _____

Will you need the services of our organist ? Yes ___ No ___

If not, who will provide music at the ceremony?

Name _____

Contact Phone _____

Name of florist _____ **Phone** _____

Name of photographer _____ **Phone** _____

Have you attended a service at Trinity Church? Yes ___ No ___

Do you wish to be on the Trinity Church mailing list? Yes ___ No ___

How did you hear about Trinity ? _____

Special Requests/Other:

Signature _____

Date _____

<p>TRINITY INTERNAL USE ONLY</p> <p>Deposit Received _____ Date _____</p> <p>Time Block Reserved _____ to _____</p> <p>Received by _____</p> <p>Clergy Officiant _____</p> <p>Signature _____</p>

Trinity Wedding Registration Guide

Wedding and Blessings

CAPACITIES:

Main Church	450
Center Aisle- 86 Feet	21 rows of pews

FLOWERS - Altar flowers used for the ceremony must be left for the church. They are acknowledged in the next Sunday bulletin and a tax deduction is available as a donation to the church for the amount of the flowers. If you do not have a florist, we have arrangements with several local florists who are able to provide lovely arrangements for your wedding ceremony.

DECORATIONS - Although we try to make every effort to accommodate decorations for your wedding, because of Trinity's status as an historical church, we often have to exercise care in the kind of decorations that can be used. In addition to the building, many of the church's furnishings are well over 100 years old. Runners may be allowed in the church to cover the carpet in the main aisle, but make prior arrangements with the wedding coordinator. No tacks, pins, tape, or nails may be used to secure decorations to the walls or furniture. Monofilament line is OK. No bird seed, or rice may be used inside or outside the church but confetti may be used if an additional \$50 custodial fee is paid in advance. The use of flower petals is permitted and a runner should be used to cover the floor. Trinity reserves the right to negotiate other decorations as requested, but often the beauty of this historic building is enough to ensure a visually stunning service.

PHOTOGRAPHERS - Photographer and assistants must be dressed appropriately for a church service. Flash may be used during the ceremony as long as it is cleared with both the wedding party and coordinator. Once the bride has reached the front of the church, there is no flash allowed unless cleared by the wedding party and officiant. Photographers must also place themselves in one place and not move around until the end of the service, unless cleared by the wedding party and officiant. There will be ample time for photographs after the completion of the service.

VIDEO - Video-grapher and assistants must be dressed appropriately as indicated for photographers above. Available light only is allowed in the church, no other lighting may be used without the express authorization of the coordinator and wedding party.

MUSIC - Our organist is available for weddings. Other organists may be used subject to prior approval by our music director. Soloists and other musicians must be dressed appropriately. Music choices are subject to the approval of the clergy officiating and/or the organist. Taped music is permitted.

PRE-MARITAL COUNSELING - All couples married here are encouraged to participate in some form of pre-marital counseling. The type and length of counseling is entirely up to the couple and their officiating clergy.

Trinity Wedding Registration Guide

Wedding Fees

Church	\$2500.00
Clergy Officiant	\$350.00
Pre-marital Counseling	\$400.00
Organist	\$250.00
Altar Candles	\$100.00 (Eucharist only)
Add. Hours (wedding):	\$100.00/hr
Add. Hours (rehearsal):	\$75.00/hr
Meeting Room:	\$150.00/hr

A **\$1200.00** deposit is required to book the church. The balance is due at the rehearsal. **\$1000.00** of this deposit is refundable within 14 calendar days of receipt in the event of cancellation or change in venue. *After 14 calendar days, no refund of the deposit is possible.* **The balance is due at the rehearsal.**

Clergy fees for officiating the event include the ceremony, the rehearsal and one session to determine what the ceremony will entail. Our clergy do not generally provide this service for secular weddings and cannot for weddings where neither of the participants have been baptized. In these cases, you should arrange for an outside clergy person, justice of the peace, or deputized person to perform the ceremony. Pre-marital counseling fees include three or four 1½ hour sessions, are payable in advance, and are non-refundable.

The church fees listed cover 4 hours of rental time. This includes a one hour rehearsal the evening before the wedding and three hours on the day of the wedding. Additional time for rehearsal can be necessitated by sound system setup, musical rehearsal, etc. will be billed in addition to the rental fee using the schedule listed above. Make sure to take this into account when planning. Please make sure those in attendance at the rehearsal show up on time so that we can begin on time.

The three hours begin one hour prior to the starting time of the ceremony. For example, a noon wedding will have the church from 11:00 AM to 2:00 PM. This provides for set-up prior to the wedding and pictures in the church after. No one will be admitted to the church prior to the start time of the rehearsal or the time slot booked for the wedding. This means florists, photographers, etc. must plan to arrive at the start of your time block. Additional time may be scheduled in advance for \$100.00 per hour. In some cases more than one ceremony is booked for a day. In this case, additional time may not be available.

Checks must be made out separately for the officiant and the organist.

The church is not available on Wednesday evenings after 6PM.
The church is available for Sunday weddings only after 1:00 PM.

Reservation of Space Agreement

RESERVATION OF SPACE AGREEMENT

FOR USE OF *(Check all that apply)*

Church Sanctuary _____ Parish Hall _____ Choir Room _____
Kitchen _____ Collier Room _____ Trinity Chapel _____

EVENT DETAILS *(for multiple dates, please use the back of this form. Include as much information as possible about your needs.)*

Name of Group: _____

Mailing Address: _____

Contact Person: _____ Phone: _____

Purpose of Event: _____

Date and Time of Event: _____

Start of Reserved Time _____ End of Reserved Time _____

Number of people expected at event: _____

Date and Time of Rehearsal: _____

Start of Reserved Time _____ End of Reserved Time _____

Special Arrangements: _____

Space Usage Fee: _____

I have read the terms of this agreement, and by signing this agree to see that the space is treated in accordance with the restrictions herein. I further agree that Trinity will be left in a clean and orderly condition, that all of those in the building are aware of the terms of this agreement, and that the usage fee is paid by the day of the event.

Signature _____ Date _____

Please sign and return to Attn: Parish Administrator at Trinity Church

TRINITY INTERNAL USE ONLY

ORG. CODE _____

PMT TYPE CC [] CH [] _____ DATE _____

Wedding Registration Guide

BUILDING USE, FEES & DEPOSITS

(Please read these Terms and Conditions carefully. By signing the attached Reservation of Space Agreement, you are agreeing to the terms listed here.)

SCHEDULING

Please include in your time requirements everything necessary to your event, including setup, instrument tuning, rehearsal, performance, breakdown, and cleanup. Use of Trinity's space is billed by time block. Additional hours are billed when applicable. Failure to adequately prepare for your time needs could not only limit your access to the space, but can also affect other events on our schedule.

FURNITURE

There are a limited number of folding chairs available for use by your group as needed. Music stands are not available unless prior arrangements have been made. Any special furniture needed by your group should be brought in from outside.

SOUND & ELECTRICAL USAGE

We do not have sound equipment available for use by clergy or soloists. At present, only our pulpit and lectern are sound amplified. We are currently upgrading our system to include wireless microphones for service officiants. Once installed, our wireless system may be made available for rental. Our space is very well suited to choral and orchestral performance and generally amplification is not necessary. Any sound equipment which is necessary for your group must be brought in from outside including PA's, microphones, mixers, speakers, etc. In cases where substantial electrical equipment is needed for your event, including theatrical lighting and/or specialized sound/recording equipment, a \$50.00 usage fee will be billed. Use of this equipment also requires prior approval.

PARISH HALL FEES

For the purposes of meetings, receptions and other events, the use of the Parish Hall is billed at \$100.00/hour for half or \$175.00 for the whole room with a two hour minimum and the use of the kitchen is billed at \$75.00 per hour.

SPACES OFF-LIMITS

The Organ chambers on either side of the Sanctuary are spaces considered off limits. Likewise, use of any rooms downstairs, Trinity offices, or the small chapel are off limits unless arrangements have been made for their use in advance.

RECYCLING & GARBAGE

Trinity prides itself on our efforts to be environmentally friendly, but our garbage and recycling costs are enormous nonetheless. Therefore, we do not make garbage or recycling available to any outside organizations who make use of our facilities. In 2007, Trinity adopted a "pack it in, pack it out" policy which requires all groups who use our space to take away from the church anything that they bring in, including garbage and recyclable materials.

MUSICAL INSTRUMENTS

Use of the organ or the piano in the church, or any of the pianos in the parish hall/choir room areas are subject to the discretion of the organist/choirmaster of Trinity Church.

Wedding Registration Guide

CHURCH FURNISHINGS

Any movement of objects within the church sanctuary is subject to the approval of the church Sexton. Upon completion of an event, the church will be returned to its original setting. The area behind the brass railing may not be used.

CLEANING

We try to maintain a clean and orderly building. Upon completion of an event, we ask that you have a walk through and pick up any litter that may have been accumulated during your event and also to pick up any items that may have been left during the event. Lost and found items may be left in the church office.

PARKING

Parking is limited to street parking only. Any use of Trinity's small parking area is subject to the approval of the church.

FOOD

Food in any area of the church other than the dining room is generally not permitted. Any exceptions must be discussed and approved in advance and are subject to the discretion of the church.

OTHER EVENTS

We try to avoid scheduling conflicts wherever possible, but Trinity is a premier venue for concerts and weddings in San Francisco. Trinity Church is home to the Next Stage theater company and a Senior Food Program run by Meals-On-Wheels. We also accommodate several 12 step groups, have several worship offerings weekly, and host about 50 weddings a year. You will be informed of any other events scheduled to be in the building before, during, and after your event and what, if any, accommodations need to be made to ensure an easy transition between events.

Wedding Registration Guide

Considerations For The Parish Hall

EVENT/RECEPTION & MEETING CAPACITY: The Meeting Room holds up to 150 seated or 200 standing guests. It can be reserved for receptions following the wedding ceremony. The fee for rental is \$100 per hour for the use of ½ the space and \$175.00/hr for the use of the entire hall with a required two hour minimum. The kitchen is available for \$75.00 per hour.

Catering: BYO
Alcohol: BYO (*see Restrictions*)

Sites Uses

Ceremonies, Wedding Receptions, Special Events, Parties, Business Functions/Meetings

Services/Amenities

Kitchen Facilities: fully equipped
Tables & Chairs: provided
Linens, Silver, etc.: through caterer
Restrooms: wheelchair accessible
Dance Floor: hardwood floor
Bride's Waiting Area: yes
Groom's Waiting Area: no. Grooms are encouraged to greet guests before ceremony.
Parking: local garages or on street
Accommodations: no guestrooms
Telephone: emergency use only
Outdoor Night Lighting: access only
Outdoor Cooking Facilities: n/a
Cleanup: renter or caterer
View: no
Other: some coordination
Music: Indoors
Wheelchair Access: Wheelchair Accessible
Site Views: No View

Restrictions

Alcohol: Wine, beer and champagne only; must have non-alcoholic alternatives if alcohol is served.
Smoking: not allowed
Music: some restrictions
Wheelchair Access: yes
Insurance: not required
Other: No rice or birdseed. Confetti OK with custodial fee.

Wedding Registration Guide

Directions to Trinity Episcopal Church

Driving Directions

From The East Bay:

- Cross Bay Bridge To San Francisco. Stay In Right Lanes
- Go Towards 101 South/San Jose
- Exit Ninth Street/Civic (Off Ramp Becomes Harrison Street)
- Follow Traffic Onto Harrison Street
- Right On Ninth Street
- Stay To Left On Ninth Street (4 Stoplights)
- Cross Market Street, Ninth Street Will Turn Into Hayes Street
- Continue On Hayes Street And Cross Van Ness (3 Lights)
- Right On Franklin. Continue On Franklin For 13 Stoplights
- Left On Pine Street
- Left On Gough
- Church Is On Left Corner Between Pine And Bush Street

From Marin County:

- Cross Golden Gate Bridge To San Francisco
- Exit Lombard Street.
- Continue On Lombard Until Gough Street.
- Right On Gough Street
- Continue On Gough (8 Stoplights)
- Church Is On Left Corner Between Pine And Bush Street

From The Peninsula:

- 101 North Stay In Left Lane
- Exit Ninth Street/Civic Center Exit
- Left On Ninth Street
- Stay To Left On Ninth Street
- Cross Market Street Ninth Street Becomes Hayes Street
- Continue On Hayes Street And Cross Van Ness (3 Lights)
- Right On Franklin Street.
- Continue On Franklin Street For 13 Stoplights
- Left On Pine Street
- Left On Gough Street
- Church Is On Left Corner Between Pine And Bush Street

Wedding Registration Guide

Parking in the area of Trinity Church

When attending an event at Trinity Church, you should give yourself enough time to find a parking place. There is street parking available, but you must be patient and seek it. Trinity Church has only a small parking lot with reserved spots and is seldom available for use during events.

There are several garages in the neighborhood. All of these listed are within a four block radius of Trinity Church.

Daniel Burnham Court

Entrance: on Sutter Street at Van Ness Avenue
Monday through Friday, 7:00 A.M. - 11:00 P.M.
Saturday: 10:30 A.M. - 6:30 P.M.
Rates: \$1.50/each 20 minutes

Polk/Bush Garage - ABC Parking

1399 Bush Street (415-567-7816)
Open till midnight
Rates: \$5.50 3-4 hours

Franklin Street Garage

Franklin between Sutter and Bush Streets, 415-474-0152
24 hour
\$1.50/each 20 minutes

Quality Court: (formerly Jack Tar, Cathedral Hill)

Van Ness between Geary and Post Street
24 hour
\$1.50/each 20 minutes

Bush Street Garage

1522 Bush Street
(To reserve, call Andy 415-567-5485)
\$7.00 flat rate

Prices may be subject to change.

Wedding Registration Guide

Public Transportation to Trinity Church

Trinity Church is located at the corner of Bush and Gough Streets, two blocks west of Van Ness Avenue. There are several bus routes that run within blocks of the church. These buses connect with BART and other MUNI lines. The MUNI bus lines which come closest to Trinity Church are as follows:

From BART or MUNI Underground

Get off at the Montgomery Street Station. Go to the head of Sutter Street and to the bus stop. You may catch either #2 Clement, #3 Jackson or #4 Sutter buses. When the bus crosses Van Ness Avenue ring for the next stop which is the corner of Sutter and Gough Streets. Walk one block north on Gough Street to Trinity Church.

Coming from the avenues to the west, you may take #4 Sutter which will let you off at Post and Gough and you will walk two block north to Trinity Church; #1 California which will let you off at Sacramento and Gough Street and you will walk three block south to Trinity Church, or #38 Geary which will let you off on the far side of Geary/O'Farrell and Gough, just past St. Mary's Cathedral, and you will walk four block north to Trinity Church.

Coming from the Mission District, take #49 which is the City College bus. Get off at Van Ness and Sutter and walk two blocks west to Sutter and Gough and one block north on Gough Street to Trinity Church.

Other buses that are within a five to six block radius of Trinity Church are the #19 Polk Street bus which comes from Portrero Hill; the #22 Fillmore Street bus which comes from the Marina District at one end of the line and Bernal Heights, Noe Valley, The Castro and the Western Addition on the other end of the line. You can get off this bus at Bush and Fillmore and walk five blocks to Trinity Church.