

Wedding Guidelines

Prior to Usage

Linda Maas, St. John's Wedding Coordinator must be contacted with the dates of the wedding as well as the rehearsal to verify times and decorating and music needs. You can contact her at **563-582-0064**.

Wedding Costs and Deposits

A refundable deposit (\$150.00) will be required to insure all materials are returned and in good working order. These include all decorating materials and the church's sound system and musical materials and or instrument usage. This is due two (2) weeks prior to the wedding and can be sent to **Linda Maas, 10840 Cardinal Drive, Peosta IA 52068. Checks should be made out to St. John's Church - \$150.00.**

Hall/Decorating/Clean-Up

The wedding party and families are asked to use a section of Shannon Hall for all pre-wedding preparations (dressing, make-up, and lunch/snacks). This will help eliminate the gathering area of clutter and refuse. Please be advised NO ALCOHOL is allowed in Shannon Hall during this time frame or on parish grounds.

Using decorations already provided by St. John's, which include set-up before (usually done prior to rehearsal so they can be confirmed and changed as needed). Instructions for using sound system. The take down of decorations before evening Masses, clean-up of church, hall, restrooms and gathering area.

Parish Members and Families

Hall/Church: Donation at own discretion
Linda Maas: \$100.00

Non-Parish Members

Hall/Church: \$300.00
Linda Maas: \$100.00

When hiring outside decorating from another vendor, Linda Maas must still be notified prior to their arrival for set-up so that the existing altar decorations can be taken down so your decorations can be set-up. Instructions for using sound system. The clean-up of church, hall, restrooms and gathering area, and redecorate for evening Masses.

Parish Members and Families

Hall/Church: Donations at own discretion
Linda Maas: \$50.00

Non-Parish Members

Hall/Church: \$300.00
Linda Maas: \$50.00

Any additional decorating materials needing to be added or arrangements made are purchased and billed to the bride/groom or parents and are over and above the initial fee unless purchased by bride/groom or parents ahead of time and delivered to Linda Maas. (This could include such items as extra flowers added to existing arrangements, new arrangements, netting, pew bows, greenery, runners, unity candle, etc.).

Checks must be presented to Linda Maas the day/night of the rehearsal and should be made out to: **1) St. John's Church** (for Hall/Church) and **2) Linda Maas** (decorating/set-up fee).

Please return a completed copy of this form to: Linda Maas, 10840 Cardinal Drive, Peosta IA 52068.

Thank You,

Linda Maas
St. John's Wedding Coordinator

Name: Bride/Groom: _____

Address: _____

Phone Number: _____ Wedding Date: _____

Signatures: _____ Date: _____