

Trinity Cathedral Pittsburgh

Celebration of Wedding and Rehearsal Venue Contract

The contract must be signed, all pages initialed, as well as appropriate deposits submitted in order to confirm Trinity Cathedral Pittsburgh and reserve your wedding date.

General Information

Date of Wedding: _____ Time of Wedding Ceremony: TBD with Trinity Cathedral

Officiant: _____

Would you like Holy Communion served? _____

Estimated number of Guests: _____

Date of Rehearsal: _____ Time of Rehearsal: TBD with Trinity Cathedral Coordinator

How did you discover Trinity Cathedral? Please circle one.

Knot website Wedding-Spot Google Search Friend or Family Member Church Member

Other: _____

Contact Information

Bride's Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Mother's Name: _____

Phone: _____

Email: _____

Father's Name: _____

Phone: _____

Email: _____

Maid/Matron of Honor: _____

Groom's Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Mother's Name: _____

Phone: _____

Email: _____

Father's Name: _____

Phone: _____

Email: _____

Best Man: _____

Contact Person for Day of the Wedding:

Name: _____

Phone: _____

[Further Information Concerning Weddings at Trinity Cathedral.](#)

Please initial after reading each point.

1. _____ Certain items are not permitted during weddings at Trinity Cathedral, i.e. rice, animals, lanterns, fake flower petals outside, and real flower petals inside. *This list is not all inclusive.*
2. _____ There is to be NO smoking inside or directly outside the cathedral. People may move to the sidewalk to smoke.
3. _____ Flowers are not permitted on the altar. No tacks, nails, and metal fasteners of any kind may be used to attach decorations to the pew. Ribbons are allowed and other substances may be used that will not damage the surface of the wood pews.
4. _____ Outside vendors are welcome. We request that a list be submitted to the Trinity Cathedral wedding coordinator along with contact information a week before your wedding.

5. _____ It is your responsibility to remove all belongings, decorations (including flower arrangements), and any other personal items from the Cathedral within **45 minutes** of completing the wedding ceremony unless otherwise previously discussed with the Trinity Wedding Coordinator.
6. _____ All ceremony music, musicians, and singers must be discussed and approved by our choirmaster David Schaap thirty (30) days prior to the ceremony. If delayed there is no guarantee that all requests can be honored.
7. _____ Wedding rehearsals are scheduled to last one hour. Please arrive on time. If the wedding party is more than 15 minutes late there will be an additional charge of \$50.00.

Fees, Payment and Cancellation

Please review Fee Sheet for details on all fees and what they include.

Fees

For Cathedral members, clergy, and clergy family members of the Episcopal Dioceses of Pittsburgh the fee is \$600 which includes use of the Cathedral space for rehearsal, wedding, bridal dressing room, groom dressing room, and sexton fees.

Trinity Cathedral welcomes non-members to be wed at the Cathedral and the fee for guests is \$1,500 and includes the above plus the fee for the wedding coordinator and sexton.

_____ A \$250 non-refundable deposit is required to save the date of your wedding. Payment of this deposit is due at the signing of the contract and is put towards the total of the rental fee.

_____ A \$250 security deposit is also required. It will be held until two weeks after the event and will be shredded if no damage is sustained at the Cathedral due to the event.

Payment

_____ The remaining balance, including additional fees, is due thirty (30) days before the wedding date. An invoice will be sent for your records, but it is your responsibility to send in the payment in a timely manner.

Currently, we request all payments be made by check. All checks may be mailed or delivered to Trinity Cathedral at:

Trinity Cathedral
325 Oliver Avenue
Pittsburgh, PA 15222

The check for the wedding Coordinator is to be made directly to the individual.

The check for organist may be made to David Schaap.

The clergy fee is payable to Father Scott Quinn as applicable.

Cancellation

We know that unforeseen circumstances arise that effect best laid plans; therefore, we do allow for cancellations and will return monies paid minus the non-refundable deposit in the case of a necessary cancellation.

Damages and Liability

Please initial after reading and sign below.

_____ In the event that any damage occurred for which you are responsible, Trinity Cathedral shall give you written notice in two weeks and you will be responsible to pay the difference, if any, between the amount of the security deposit and the total dollar value of the damage. If the amount exceeds the deposit, then you accept full responsibility for reimbursement to Trinity Cathedral for said damages. In the event of no damages occur, we shall return the entire deposit amount once all payments have been made and the event concluded.

_____ You agree to indemnify, hold harmless and defend Trinity Cathedral from and against any and all liability for loss, damage or expense which Trinity Cathedral may suffer or for which Trinity Cathedral may be held liable by reason of injury (including death) to any person (including your employees, guests or invited persons) or damages to any property arising out of or in any manner connected with your event and use of Trinity Cathedral premises whether or not due in whole or in part to any act, omission, or negligence of Trinity Cathedral or any of it representatives or employees.

By signing below, you affirm and witness the above agreement. Agreed by the parties:

Name (Printed)

Date

Signature

Trinity Cathedral

Date