Dear Prospective Couple:

We are thrilled that you are considering Trinity+St. Peter’s 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+St. Peter’s 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.

Once we have verified a date, please fill out the "Registration for Weddings", the "Ceremony Information" and the “Reservation of Space” forms 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+St. Peter’s 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 Monday through Thursday.

Trinity+St. Peter’s makes no distinction between of 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  
Trinity+St. Peter’s Episcopal Church, SF  
admin@trinity-stpeters.org  
(415)775-1117
Registration for Weddings

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 __________
Ceremony Information

Will you need TSP clergy to officiate? 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+St. Peter’s Church? Yes ___ No ___
Do you wish to be on the Trinity+St. Peter’s Church mailing list? Yes ___ No ___
How did you hear about Trinity+St. Peter’s? ____________________________

Special Requests/Other:

Signature ____________________________________________ Date ___________

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TSP INTERNAL USE ONLY

Deposit Received ______________ Date ______________
Time Block Reserved ___________ to ________________
Received by ____________________________
Clergy Officiant ____________________________

Signature ________________________________
Wedding

CAPACITIES:
Main Church  450
Center Aisle- 86 Feet  19 rows of pews
St. Peter’s Hall  75

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+St. Peter’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 our staff. 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 must then be used to cover the floor. TSP 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 our staff. 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 - Videographer 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 not permitted.

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Church</td>
<td>$2500.00</td>
</tr>
<tr>
<td>St. Peter’s Hall</td>
<td>$1500.00</td>
</tr>
<tr>
<td>Sexton Fee</td>
<td>$250.00</td>
</tr>
<tr>
<td>Clergy Officiant</td>
<td>$450.00</td>
</tr>
<tr>
<td>(include pre-marital counselling)</td>
<td></td>
</tr>
<tr>
<td>Organist</td>
<td>$300.00</td>
</tr>
<tr>
<td>Altar &amp; Pew Candles</td>
<td>$150.00</td>
</tr>
<tr>
<td>(Eucharist only)</td>
<td></td>
</tr>
<tr>
<td>Add. Hours (wedding)</td>
<td>$125.00/hr</td>
</tr>
<tr>
<td>Add. Hours (rehearsal)</td>
<td>$100.00/hr</td>
</tr>
<tr>
<td>Pre-marital Counseling</td>
<td>$500.00/6 hrs (mandatory)</td>
</tr>
</tbody>
</table>

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.*

Clergy fees for officiating the ceremony include the ceremony, the rehearsal and one session to determine what the ceremony will entail. Pre-marital counseling fees are mandatory if using our clergy to officiate. 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. 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. 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 **$125.00** 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, the sexton, and the organist. Sexton Fees are required and are non-negotiable.

**The church is not available on Wednesday evenings after 6PM.**
**The church is available for Sunday weddings only after 1:00 PM.**
Directions to Trinity+St. Peter’s 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
Public Transportation to Trinity Church

Trinity+St. Peter’s Episcopal 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.