

# Cathedral of Saint Paul Wedding Guidelines



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Dear Friends in Christ:

Thank you for considering the Cathedral of St. Paul for your wedding! This is a special time in your life and we are glad to assist you with it.

In this booklet you will find the current guidelines for celebrating your marriage at the Cathedral. These guidelines are the fruit of much experience, as well as of theological and practical reflection on the nature of marriage and the Church's beautiful and noble ceremonies. We stand ready to help you with your planning and to answer any questions you might have about our policies.

Making the words of our patron saint, St. Paul, my own: May God, "who began a good work in you, bring it to completion" (Philippians 1:6), as you enter into Holy Matrimony!

Sincerely yours in Christ,

A handwritten signature in cursive script that reads "Father Jerabek".

Very Rev. Bryan W. Jerabek, J.C.L.  
Pastor and Rector

## SCHEDULING A WEDDING

The Cathedral of Saint Paul is the Mother Church for the Diocese of Birmingham in Alabama. Weddings may be celebrated for all Catholics based upon availability.

### Basic requirements:

Either the bride or groom must be a baptized, confirmed Catholic in good standing and free to marry. "Good standing" implies that the person is registered and active in a Catholic Church community.

If engaged to a non-Catholic, couples will discuss dispensations during marriage preparation.

Any couple considering marriage for a second time should be aware that time must be given for a possible annulment procedure. A wedding cannot be scheduled until the annulment process is complete and a final affirmative decision has been given.

The Diocese requires a minimum sixth-month preparation period. Couples may want to consider contacting the Cathedral one year in advance to make a reservation.

### Reservation Procedure:

To reserve a date for a wedding, the **Bride** or **Groom** will need to contact the Wedding Coordinator to discuss available dates. We understand that parents and other representatives like to assist with the coordination of wedding logistics, but it is important that the couple take the initiative in starting the process with the Cathedral since it is their ceremony and Sacrament. Couples will need to complete a reservation application once an available date has been agreed upon and then the date can be held up to 30 days while the couple completes the necessary steps required to finalize the date.

The Bride and/or Groom will need to have their current parish where they are registered send a letter confirming their parishioner status and that they have permission to be married at the Cathedral of Saint Paul.

The Couple will need to invite a priest or deacon to preside at the ceremony. Parishioners of the Cathedral of Saint Paul should speak to the Rector before inviting an outside priest or deacon to preside at their wedding. It is preferred that the priest or deacon who prepares the couple will also preside at the wedding. He will be responsible for obtaining all dispensations and documents needed. It is always best for the bride/groom to begin in their home parish when selecting the presider and requesting marriage preparation.

For the reservation process, the chosen presider will need to send a letter confirming his role as the presider and that he will be responsible for the couple's marriage preparation. Visiting presiders will need to request permission and/or delegation from the Rector of the Cathedral of Saint Paul in order to preside at the wedding. Visiting priests from outside of the Diocese of Birmingham in Alabama will also need to have a Letter of Good Standing sent from their Diocese.

### Times for Wedding Ceremonies

Only one wedding per weekend is scheduled at the Cathedral of Saint Paul. Wedding ceremonies can be held on Saturdays anytime before 1:30pm or at 7pm. Weddings are not scheduled later than 1:30pm due to Confessions (3pm) and the evening Mass (5pm). Saturday evening ceremonies will only be scheduled for 7pm. Rehearsals will be held the Friday before at 5:30pm.

Weddings at the Cathedral of Saint Paul may not be scheduled during the season of Advent or the season of Lent.

Weddings are not scheduled on days that conflict with church and national holidays. These include: Thanksgiving, the Saturday after Thanksgiving, the week before and after Christmas, and New Year's Eve or Day.

All weddings are to be celebrated in a church, and they may not be celebrated on Sunday. (Catholic Marriage Policy for the Diocese of Birmingham in Alabama 11/11/99).

### Wedding Reservation Confirmation

A ceremony date cannot be finalized and added to the master calendar at the Cathedral of Saint Paul until all the required paperwork is received along with payment of the use of Cathedral fee (if applicable-see fee descriptions.) Reservations should be completed within the required thirty-day time period.

## **MARRIAGE PREPARATION**

Diocesan policy requires a six-month preparation period for the couple before the wedding can take place.

Marriage preparation is customized by each individual parish and is up to the priest overseeing the preparation as to what will be required beyond the standard requirements: Prenuptial Investigation Form, New Baptismal Certificate(s) and Dispensations if necessary.

Preparation at the Cathedral of Saint Paul typically involves individual sessions with the selected priest or deacon, Engaged Encounter, and the FOCCUS Inventory.

Couples will need to contact their desired priest/deacon directly to request marriage preparation and set up their initial meeting and layout the schedule for preparation. Cathedral of Saint Paul parishioners who wish to complete their marriage preparation with another priest or in another parish must secure the permission of the Rector before doing so.

The Engaged Encounter Weekend should be attended at least three months before the ceremony. More information can be found at [www.birminghamCEE.org](http://www.birminghamCEE.org)

After attending Engaged Encounter, couples will need to make an appointment with the Wedding Coordinator to take the FOCCUS Inventory (Facilitating Open Communication, Understanding, and Study.) The Bride and Groom complete the inventory at the same time, but separately. The FOCCUS is a tool used for marriage preparation. It is not a test or a way to predict the future. It is designed to help you target the topics you need and want to talk about as a couple during marriage preparation.

The Church permits marriage of a Catholic to a non-Catholic with proper dispensation from the Bishop. Dispensations and any other necessary permissions will be discussed early during marriage preparation.

#### Required Marriage File Paperwork:

- Prenuptial Investigation Form (completed during preparation with priest or deacon.)
- Baptismal Certificates: Catholic brides and grooms will need to present a NEW copy of their baptismal certificate from the Church of their baptism, noting all Sacraments received. The new certificate needs to be dated and sealed within six months of the wedding ceremony date. All Catholics must have received all Sacraments of Initiation: Baptism, First Reconciliation, First Eucharist and Confirmation. If the Bride or Groom was baptized in another faith, and later was received into the Catholic Church, a copy of his/her Profession of Faith is needed. Non-Catholics must provide some evidence of baptism, i.e. a certificate or letter from the Church's secretary, or a signed affidavit by a witness to the baptism. Bring these documents to the Priest or Deacon overseeing marriage preparation within six months of the ceremony.
- Freedom to Marry Affidavits: The Bride and Groom each need two affidavits completed on their behalf. Affidavits are completed by relatives or friends who attest that each of the engaged is free to marry. These forms must be either notarized by a Notary Public or signed in the presence of a clergy member of the pastoral staff, or if out of town, in the presence of their own priest or deacon. Please do not turn in Affidavits without one of these forms of witness.
- Dispensation (if applicable)
- Certificate from Engaged Encounter Weekend (optional)
- Certificate of Completion for FOCCUS Inventory (optional)

#### Other Required Documents

Civil Marriage License: The marriage license, along with the return envelope furnished by the County/Probate Court (preferably stamped), should be brought to the rehearsal. The license is then signed by the officiant and mailed back to the court after the ceremony by the Cathedral staff.

All marriage files are due to the Cathedral of Saint Paul at least one month before the ceremony date and are subject to review of the Cathedral Rector.

## **FACILITIES**

The Cathedral of Saint Paul provides seating for up to 700 inside the Church.

The Chapel has seating for no more than 30 and is suitable for weddings where the guest list includes 30 people or less. Also, because the Chapel has small spaces, the number in the Bridal Party should be limited to just the two witnesses.

### Placement of Furnishings

The placement of liturgical furnishings is legislated by the General Instruction of the Roman Missal and is not negotiable. All furnishings in the sanctuary are to remain in their original position.



## **CEREMONY PLANNING**

The celebration of the Sacrament of Marriage is a public celebration of the Church. Thus, it involves not only the couple to be married and their families and friends, but also the Cathedral, the Rector, music director, cantor, sacristan, and the Cathedral building itself.

The Cathedral Wedding Coordinator will assign a Wedding Director, who will help the couple work with planning the details of the wedding liturgy. The Wedding Director is responsible for supervising everything involving the Cathedral Church. The wedding director's duties do not extend to receptions in the Cathedral Life Center.

The assigned Wedding Director will meet with the couple at least three months prior to the wedding date. At the wedding rehearsal, the Wedding Director and the Presider will lead the participants through every detail of the wedding and ensure that each person understands what is to happen on the day of the wedding. On the

wedding day, the Wedding Director will see that everything runs smoothly from the time everyone arrives until after the wedding

Outside wedding consultants have no role in the liturgy or in the Cathedral ceremony activities. Working closely with the Wedding Director will ensure that the wedding liturgy and the activities which surround it comply with the guidelines of the Cathedral of Saint Paul.

Additions to the liturgy, such as the “unity candle”, are not permitted at the Cathedral, however, there are allowances for some cultural additions that are in accordance with the Catholic Liturgy (examples: Arras and Lasso.)

Couples will receive the book *Together for Life* by Joseph M. Champlain, which gives a complete outline of the ceremony and contains all the readings and prayers for the couple to choose from. The selection form in the back of the book should be completed and returned to the Cathedral office at least one month before the wedding date (or use the online selection form available at [togetherforlifeonline.com/selection/](http://togetherforlifeonline.com/selection/)). This form is used to prepare the readings and prayers for the wedding liturgy. Copies of the readings and the General Intercessions will be available at the rehearsal for the readers.

#### Ceremony Within Mass or Outside of Mass:

A wedding ceremony can be celebrated within Mass or outside of Mass. A ceremony within Mass includes the Liturgy of the Word (scripture readings), Marriage Rite, and Liturgy of the Eucharist (consecration and Communion). A wedding ceremony outside of Mass would include the Liturgy of the Word (scripture readings), Marriage Rite, and Blessing.

It is appropriate and encouraged that a Mass be celebrated when both members of the engaged couple are Catholic. Couples who are not both Catholic usually opt for a ceremony outside of Mass, however, if appropriate and approved by the celebrant a ceremony within Mass is allowable. The sacrament of Holy Matrimony is not lessened when Mass is not chosen. There are many reasons why you may or may not choose to celebrate your wedding with Mass. The couple will discuss the options with clergy during marriage preparation and decide which is appropriate for their wedding.

When a ceremony is celebrated outside of Mass, no Holy Communion will be distributed in any form or at any time. Guest celebrants will not be permitted to override this rule.

#### Wedding Party

Space in the Cathedral Sanctuary is limited. To maintain the Roman Catholic liturgical spirit of “noble simplicity”, the number of individuals in the wedding party should reflect the dignity of the Sacrament. In addition, the Sanctuary space at the Cathedral is not set up to accommodate large wedding parties. Please keep wedding parties at 8 attendants per side. If you have a wedding party larger than 8 per side, the attendants will be allowed to process down the aisle straight into a pew,

but will not be allowed to assemble in the Sanctuary. Only the Maid/Matron(s) of Honor and Best Man will be allowed go up into the Sanctuary area.

Any children involved in the wedding ceremony should be mature enough to reliably fulfill their assigned role. (The acceptable age is at least 4 years old.)

Members of the wedding party will have access to separate meeting rooms prior to the wedding for pre-nuptial preparation. The groom and groomsmen are requested to arrive dressed for the wedding. They will be directed to wait in the Board Room, which is in the office building directly behind the Cathedral. The bride and bridesmaids will have access to the Cathedral Room, which is below the Church. The bride and bridesmaids should come with hair and makeup ready, but are allowed to arrive and appropriate casual clothes (no robes) and dress in the room.

Snacks, finger foods, and non-alcoholic beverages may be consumed in these locations. All food and other personal items must be removed prior to the beginning of the wedding liturgy. Alcohol consumption or use of illegal substances during the rehearsal or prior to the ceremony on your wedding day potentially jeopardizes the validity of the marriage and will not be tolerated under any circumstance. At no time are food and beverages to be brought into any part of the Cathedral.

No food, drink, gum chewing, or smoking is permitted inside the Cathedral.

**The Cathedral is not liable for lost or stolen items in the Cathedral or any other church area.**

#### The Wedding Dress and the Dress of the Wedding Party

The Marriage ceremony will take place in Sacred Space. Accordingly, apparel for the bride, the groom, the entire wedding party, and all participating in the liturgy should reflect a spirit of modesty, dignity, and decorum. Dresses which are backless, strapless (no spaghetti straps), halter-style, have a plunging neckline or backline, do not cover the shoulders or are otherwise revealing are not acceptable during the ceremony itself or for photographs taken inside the Cathedral. If the style of dress for the bride or attendants is revealing, please make arrangements for a shawl or wrap to be worn for any activity taking place within the Cathedral. If you have a veil (which is not mandatory), please note that it is NOT sufficient to cover bare shoulders and back. It is very important to follow these guidelines.

The bride and groom will be required to sign an agreement that you are aware and understand this policy. If a dress is not



within the guidelines and the celebrant deems necessary, a wrap will be provided before the celebration of the liturgy, but please know it may not match the wedding dress.

## MUSIC GUIDELINES

The Cathedral *Director of Music and Organist* (DoM) will assist you in selecting music that is both beautiful and in accordance with liturgical norms. The DoM or Assistant Organist will be the organist for your wedding and the point of contact for all musical questions. Outside musicians are only allowed at the discretion of the DoM. The DoM should be contacted as soon as your wedding is finalized so initial contact can be made. Then a wedding music consultation will be scheduled about three months before your wedding to plan the music. The consultation involves a complete demonstration by the DoM of the options for all music on the Cathedral's Moller great organ. This in-person meeting will take about 1 ½ hours.

Repertoire will be chosen, in consultation with the couple, in accordance with the norms of the GIRM and relevant Vatican instructions on Sacred Music. Only sacred liturgical music is appropriate for the liturgy; secular music is appropriate for the reception only. The texts used will correspond to those approved for the liturgy celebrated (please see the section on 'Ceremony Planning').

A *cantor* will help provide musical leadership for the sung portions of the wedding. Cantors come from the best of the Cathedral cantor corps and are professional singers of the highest quality, familiar with the necessary repertoire and expert at handling the unique performance challenges of singing in the Cathedral. Any guest singers (even those singing in addition to the cantor) should be discussed at the wedding music consultation, and must contact the DoM directly to schedule an audition. Approval of any guest singers is solely at the discretion of the DoM.

*Cathedral Choir* or the *Men's and Ladies' Scholae* of the Cathedral are available to expand the musical possibilities of this joyous occasion. Contracting of these choral ensembles is dependent on the availability of the singers and is subject to additional fees. Please request additional information from the DoM.

Instrumentalists (such as trumpet, violin, or string quartets) may be contracted: this is dependent on the approval of the DoM to assure that only the best musicians provide music for your wedding. An additional fee is paid to the DoM to cover rehearsal and planning. Approval of any guest musicians is solely at the discretion of the DoM.

The Cathedral's Whitechapel change-ringing bells are available for a festive touch to your wedding. The bells, cast by a 500 year old English firm, are rung by six bell ringers and announce your wedding to the entire downtown. A fee is assessed, which pays for bell maintenance and a modest stipend for the ringers. Please request additional information from the DoM.

## Orders of Worship

Providing the printed Order of Worship for your wedding is the responsibility of the couple. The DoM will provide you with any necessary music graphics. The DoM can provide templates and other assistance upon request. You may discuss this directly with the DoM.

## FLOWERS AND DECOR

Two large floral arrangements are permissible in the Sanctuary on either side of the Tabernacle against the back wall of the apse. These arrangements may not obscure the Tabernacle nor overshadow it. The Lord dwells there and He must be given pride of place. Flower arrangements may also be placed at the statues of the Blessed Mother and Saint Joseph.

\*All arrangements should be pre-arranged and ready to be set in place when delivered to the Cathedral. Florists will be given an appointment time to deliver and set up flowers on the morning of the ceremony.

Only fresh cut floral arrangements may be used. Ferns and potted plants are not appropriate and will not be permitted. If using flowers with staining stamens, such as lilies, the florist should remove the stamen and must provide adequate protection for the hardwood floor, rugs, and altar. Ferns or other greenery that will shed on the floors are not allowed.

The wedding flowers, placed in the Church for God's greater glory, are to remain there for that purpose and should not be removed after the ceremony.

### Pew Markers

Bows and/or flowers may be placed on the pews. They must not be secured with anything damaging to the wood: no tacks, staples, tape or putty may be used on pews. Candles are not allowed as pew markers even if enclosed. Pew markers should not be too large so that they could impede the movement in and out of the pew nor should they drape onto the floor or out into the aisle.

### Outside Wedding Décor

Decorations are allowed on the exterior entry doors, however no tacks, staples, nails or other implements which may harm the wood may be used. The Cathedral has door hooks for exterior decorations to be hung on the doors. Florists must make a request for the hooks in advance of their arrival if they plan to hang decorations. Greenery is allowed to be draped **under** the handrails provided it is secured on the rings below the actual handrails leaving the handrails open for safe usage by parishioners and guests who may need assistance on the stairs. If the florist or other decorator puts the greenery on the top of the handrail in violation of these guidelines, it will be removed, in order to ensure the safety of those using the stairs. Safety is foremost.

**\* All outside decorations must be removed immediately after the ceremony.**

### Safety Issues

- An aisle runner may not be used.
- Flower girls may not toss anything.
- Absolutely nothing is to be tossed at or over the newly married couple (rice, birdseed, bubbles, etc...) on the steps or grounds of the Cathedral.
- The receiving line should take place at the reception.
- The guest book should be placed at the reception rather than the church.
- No garlands or other greenery on top of banisters or handrails.

## **PHOTOGRAPHY AND VIDEO**

To maintain the sanctity and dignity of the occasion, all photographers will, without exception, follow these directives:

- The Photographers and videographers may not enter the sanctuary area (the elevated area around the altar).
- No pictures may be taken in the Sanctuary. Only on the steps leading up to the Sanctuary will be permitted.

### For a daytime ceremony:

- Photograph sessions may begin three hours before the wedding ceremony is scheduled to begin.
- The Cathedral must be cleared half-an-hour before the ceremony is scheduled to begin.
- All photographs must be concluded within forty-five minutes after the wedding.

### Photography for a Saturday evening wedding

- Photographs may be taken from 2:00-4:15 p.m. inside the Cathedral.
- Even though the Sacrament of Reconciliation begins at 3:00 p.m., photographs may continue to be taken in the Cathedral while the Sacrament of Reconciliation is being offered provided everyone involved is respectful and quiet. Photographs will be discontinued if the Priest hearing confessions deems it necessary due to noise or other disrespect.
- All photographs must be concluded within forty-five minutes after the wedding..

### Photography during the ceremony

- A flash picture of the bride may be taken as she comes down the aisle at the beginning of the ceremony and one flash of the couple recessing out.
- No flash may be used during the ceremony.
- Pictures may be taken without flash from the balcony during the ceremony. The photographer is to consult with the music director about placement of photographic equipment in the balcony.

- The photographer, videographer, or assistants are not to move around the Cathedral during the ceremony under any circumstances.

## **VIDEO**

- All photographers and assistants need to consult with the music director about placement of photographic equipment in the balcony.
- All equipment needs to be set up in balcony AT LEAST 30 minutes before ceremony. For a 7pm ceremony- set up in the choir loft can begin AFTER 5pm Mass. For a Friday evening ceremony, set up can begin immediately following Benediction (so about 5:15p.m.)
- The photographer, videographer, or assistants are not to move around the Cathedral during the ceremony under any circumstances.
- No pictures may be taken in the Sanctuary.
- No Equipment can be set up in the Sanctuary.
- Video equipment can be used to capture procession from main floor if using a monopod, but videographer must not move around nor block photographer.
- No tripods may be set up on main floor of Cathedral- only in balcony.
- Stationary cameras may be set up in the balcony but without video spotlights.

Please refer any questions from vendors such as the florist, photographer, or videographer to the assigned Wedding Director. All vendors will need to sign agreements that they have read and understand the Wedding Guidelines. Vendor agreements are due back to the Cathedral one month before the ceremony.

## **THE WEDDING REHEARSAL**

**REMEMBER:** The Church is a Sacred Space. The Blessed Sacrament, reserved in every Catholic Church, is the Lord's true presence. Everything done for the wedding must both reflect and respect this reality. You and your guests should act reverently and quietly while waiting for the rehearsal to begin, during the rehearsal, and as you leave. Disrespect, loud talking, and irreverence in the Cathedral church will not be tolerated.

The wedding rehearsal sets the tone for the ceremony the next day. The spirit of modesty, dignity, and decorum desired for your wedding ceremony should extend to the rehearsal. Please ask parents, attendants, and all who have a specific role in the wedding to arrive thirty minutes before the rehearsal is scheduled to begin. If you have additional guests invited to the dinner afterward, please ask them to meet your party at dinner.

With your cooperation, your rehearsal should last no longer than one hour.  
 Please bring a few copies of your worship aid to the rehearsal.  
 Please bring your marriage license to the rehearsal.  
 Parking is available in the lot across 22nd Street from the Cathedral.  
 Please help to keep guest chatter to a minimum and in hushed tones.

## FEES AND STIPENDS

### Use of the Cathedral Fee

There is no fee for parishioners who have been registered with the parish for over two years and are true contributing members in time, talent and tithing (giving at least \$650 per year to the general offertory of the parish and being involved in the Cathedral's Masses and activities). The parishioner's status will be determined by the Wedding Coordinator and Rector.

Non-parishioners, parishioners registered for less than two years, or registered parishioners of longer than two years who do not reach the \$650 and involvement rule, are expected to pay a use of the Cathedral fee in the amount of \$1,500.00. (Chapel: \$500)

The use of Cathedral fee is not a deposit and it is **non-refundable**. If for some reason the wedding is cancelled, the use fee may be applied to a future wedding celebration in the Cathedral church by the same individual, at the Rector's discretion.

If payment is not received in thirty days of the reservation, the reserved date may be forfeited.

### Stipends

All stipends are to be received by the Cathedral Office at least one month before the wedding. Please present individual checks for each person. (The Wedding Coordinator will provide the specific names.)

Stipends include:

- Priest - There is no set stipend, but a stipend that is proportionate to the others listed below is customary and appropriate
  - Organist: \$400+
  - Cantor/Soloist: \$150
  - Cathedral Wedding Director: \$350
  - Sacristan \$150
  - Altar Servers \$20 each (3 for ceremony within Mass; 2 for ceremony outside of Mass)
- Security Guard: \$150 for rehearsal and ceremony

Optional Fees (when arranged with Music Director):

Choir \$500

Bell Ringing \$300

## THE CATHEDRAL LIFE CENTER

The Cathedral Life Center (CLC) was renovated in 2004 and transformed into a multi-function facility that is wonderful venue for a reception immediately following a wedding or even a rehearsal dinner! The Great Hall is not a typical "church hall"- it is a beautiful large room with original molding, wood floors and a balcony overlooking our lighted courtyard. The CLC also features a more casual room that flows out into the courtyard called the Multi-purpose Room.

The Great Hall is a comfortable venue for a reception with up to 250 guests.

The Great Hall rental fee is:

**\$1,750 for non-parishioners or new parishioners within 2 years.**

\$1,000 for registered parishioners over 2 years.

Diocesan Insurance for events- the fee range is \$100-135 for a general reception.

Damage deposit due in the amount of \$500 that will be refunded after the event-this is due 2 months before the reception along with the room balance.

Building Supervisor Fee \$250

### Rental fee includes:

- 10 hours or access: 5 hours or pre-event; 4 hours of reception; 1 hour clean up
- Security for reception for 4 hour time period
- Usage of the following areas: the Great Hall, second floor balcony, second floor hallway & lobby area, the first floor lobby and the kitchen
- The courtyard area is separate and requires a fee if using with set up
- Table & chair usage, set up of tables and chairs in approved usage area

The CLC has available for use: 72" round tables, (12)60" round tables, (4) 48" rounds, and 6' rectangles in the table stock. Bistro style tables are not in stock, but most couples have rented them or have had their caterer/florist provide them.

The room rental fee does not include any linens or decorations.

A building supervisor will be assigned to supervise the event. The fee for the supervisor is \$250. This fee is due one month before the event.

The client may secure any professional caterer, however they will need to provide a copy of their health permit and proof of insurance (if serving alcohol, your caterer must be insured to do so).

Beer and wine are the only forms of alcohol allowed to be served. Only trained bartenders will be allowed to tend bar and serve alcohol-( usually provided by caterer but if a caterer does not include this service it will be up to you to hire from a properly insured company.)

### Room Set Up & Access:

The wedding coordinator will be available for site visits by appointment only. One site visit with vendors is included in room fee and encouraged to discuss the room layout. Final room layouts are due one month before the event.

Some items may be delivered and set up on the Friday before a Saturday reception during regular office hours (8-3) if the facility is not in use and no conflicts are on the calendar.

All floral decor should come already put together- we do not have the facilities to have on-site assembly. Please keep this in mind when selecting your floral vendor.

All vendors must be licensed and insured. (Self-decor may be limited due to restrictions.)

### Clean Up

Caterers and vendors (and family) are expected to set up and clean up in a timely fashion-within 1 hour of the end of the reception. If they require more time, the damage deposit will be forfeited.

### Reserving the CLC

In order to reserve the CLC, a \$500 reservation deposit will be due with a signed Application for Reservation of Space (make check payable to the Cathedral of St. Paul). The remaining balance will be due 2 months prior to the event along with the Diocesan Insurance, damage deposit, and the signed Catering Guidelines (signed by Caterer).

