



**1891 St. John Church
Rental Rates**

Contracting:

A \$25 processing fee is required for all contracts. Once a contract is written, the USER has two weeks from the date of the contract to return the executed contract with 25% of the rental fee to hold the date. The remaining rental fee and damage deposit are due no less than thirty (30) days prior to the event. *A 25% discount is given to 501(c)3 organizations and to active military.*

Damage Deposit:

A \$1,500 damage deposit for all rentals must be paid 30 days prior to event. Provided no fees are incurred, the damage deposit will be returned within 2 weeks of event. Should the rented facility suffer damages, including but not limited to cleaning of facility above and beyond normal usage, the USER will receive a detailed summary of damages and charges to repair said damages. The damage deposit may be a check separate from the rental fee or a credit card number.

Insurance:

The USER, and all of the USER's contractors, must carry at least \$1 million liability insurance and The Heritage Society and the City of Houston must be listed as additional insured parties. A certificate of insurance showing the additional insured parties must be on file at The Heritage Society at least five days prior to the event.

Building and Collection Protocol:

St. John Church is a museum and should be treated accordingly. The pews, front doors, altar and floors in St. John Church are original to the church.

There are items in the church that are part of The Heritage Society's Permanent Collection, and are used to interpret the history of the church and those who built and congregated in it. These items are strictly for display, and are not to be touched, moved, altered or mistreated in anyway. The USER of St. John Church will be assessed a \$25 fine per occurrence of anyone not adhering to said guidelines.

The Facility Manager will review with the USER and any vendors (such as photographer, musician, officiant) what can and cannot be used within the church. It is the responsibility of the USER to ensure guest adherence.

FAQs:

Is there air-conditioning in the church?

Yes, the building has air-conditioning and heat to aid with climate control and preservation of the building and collection items.

Can I use my minister/rabbi/priest/justice of the peace?

Yes. St. John Church is not an active church, therefore the bride and groom must arrange for their own officiant.

Is the park closed during the wedding?

Sam Houston Park is a public park and open to the public during posted hours. However, St. John Church is closed to all tours during the rental time of the church.

Can I have my reception inside the church following the ceremony?

St. John Church is a one room church, and there is not any food or beverage allowed within the church.

Is there a room where the bride and bridesmaids can get dressed?

Unfortunately, The Heritage Society does not have a facility available for dressing.



**1891 St. John Church
Usage Guidelines**

- Maximum capacity for the church is 65, including the wedding party.
- Rental of St. John Church is for four hours. This time allows for minimal decoration, guest arrival, ceremony, photographs and clean-up. All rentals may begin no earlier than 8a.m. and must end no later than 8p.m. Availability may change due to time of year.
- The Heritage Society has a parking lot with forty spaces, including two handicapped accessible spaces. The parking lot is available to the USER's guests and vendors as needed. The USER is responsible for informing guests of additional parking options.
- The kerosene lamps in the church are indicative of what was used in the past. They may not be used.
- No lit candles may be used in the church. Battery operated candles may be used.
- No strollers or baby carriages can be brought into the church.
- No organ in St. John Church is available for use. If musical accompaniment is desired, the USER may provide a musician(s) or digital music player.
- Smoking, food or beverages of any kind are not allowed within St. John Church.
- Flash photography is allowed within St. John Church for wedding ceremonies.
- The altar and pulpit are original to the church. The altar will remain as a historical representation. Nothing will be displaced for the ceremony. There is no standing on or behind the altar at any time.
- Flowers are not to be placed on the altar, altar steps, pulpit, or in the windows. Flowers must be in containers and arrangements should be placed at the floor level or on stands that are provided by the florist or event planner.
- Flowers must be delivered and removed during the hours that the facility is rented. Arrangements must be in a finished state and ready for installation. No floral work may be done inside the church. Applying fixative to flowers that might shed or shatter is strongly encouraged.
- The florist or designate will be responsible for removing any plant or flower residue from the church.
- The pews in the church are original. No tape, staples, nails, or wire may be used to secure wedding decorations to pews. Florist hooks may be used but must be protected so as to not scratch the pews.
- If florist forms are used, the florist must have a buffer between the pews and flower form. If necessary, and at least five days prior to the event, The Heritage Society's Collections staff will work with florist to approve a suitable solution.
- All decorations, including flowers, candles, stands, programs and other items must be removed from St. John Church following the ceremony. Nothing is to be stored within the church.
- Rice, bird seed, confetti or rose petals may not be thrown inside or outside the church.