

A photograph of the exterior of St. Andrew's Episcopal Church. The building is constructed of light-colored stone with a prominent Gothic-style window featuring three pointed arches. The window is framed by red brickwork. Below the window is a red door with a small arched entrance. A set of stone steps with a black metal railing leads up to the door. The church is surrounded by greenery and a clear blue sky.

Handbook for  
Prospective Wedding Couples

Photograph by Jolene Wochenske at Simply So Photography

## St. Andrew's Episcopal Church

1833 Regent Street, Madison WI 53726  
(608) 233-3249 [www.standrews-madison.org](http://www.standrews-madison.org)

# St. Andrew's Welcomes You

Dear Couple,

Congratulations on your engagement, and thank you for your interest in St. Andrew's Episcopal Church as your potential wedding venue!

St. Andrew's welcomes all couples to use our church for their wedding, regardless of sexual orientation, race, ethnicity, or religious background, and we hope to build with you a relationship of mutual respect as we work together to prepare for your wedding celebration.

My role is to help you in the ceremony planning process. I will be your primary point of contact at St. Andrew's for all your questions and needs regarding use of our space. I will meet with you, tour the church with you, and track your reservation, forms, and fees. Additionally, I will be present during the rehearsal and on the day of the wedding to help make sure your ceremony runs smoothly. Should you hire your own wedding planner, I will work alongside this person to manage the details related to St. Andrew's.

Please contact me with any questions or to begin the process of planning your wedding day at St. Andrew's. The Episcopal Church's prayer book identifies mutual joy as one of the purposes of marriage, and so I wish you both abundant joy as you prepare to join together in the presence of family and friends.

Warmly,

Sally Hogan  
St. Andrew's Episcopal Church Wedding Coordinator

weddings@standrews-madison.org  
(608) 831-2417

# Planning Your Wedding

This handbook outlines policies, expectations, and practical details of weddings at St. Andrew's, and the St. Andrew's Wedding Coordinator will be able to guide you through the process and address any questions you may have.

## First steps:

- Read through this handbook in its entirety.
- Contact Sally Hogan, the Wedding Coordinator, at [weddings@standrews-madison.org](mailto:weddings@standrews-madison.org) or (608) 831-2417 to check the availability of your wedding date.
- Meet with the Wedding Coordinator to tour the building, discuss any questions you may have, and receive more details regarding weddings at St. Andrew's.

## Once you have decided to celebrate your wedding at St. Andrew's:

- Complete the St. Andrew's Church Wedding Application and mail it to St. Andrew's, along with the reservation fee and damage deposit. Your reservation will not be secure until the Wedding Coordinator receives these materials. See the "Fees" section of this handbook for more information.
- Meet again with the Wedding Coordinator to make decisions about rooms, amenities, and equipment needs.
- The balance of all fees must be paid at least two weeks before the wedding.



Photograph by Rebecca Bystrom at Tellastory Photography

# About the Building

St. Andrew's Episcopal Church is located a few blocks west of Camp Randall Stadium in the historic University Heights neighborhood on Madison's near west side, just minutes from downtown Madison, the UW campus, and Lakes Mendota, Monona, and Wingra. This traditional church building was designed by architect Arthur Peabody, who designed many classic buildings on the UW campus, including the Field House. Its beautiful stone façade and landscaping make a great backdrop for wedding photos.

## The Sanctuary

Most wedding ceremonies are held in the sanctuary. Our Taylor and Boody organ, warm wood wainscoting, and soft stained glass give the sanctuary a clean, elegant feel. This inviting space is big enough to hold up to 235 people but intimate enough to feel full with as few as 40 people, making it an ideal venue for small- to mid-sized weddings. The sanctuary is air-conditioned. Please do not bring food or beverages other than water into the sanctuary.

## Dressing Rooms

Two dressing rooms are available. Extra lighting, mirrors, clothing racks, and tables are available upon request. Please be sure to clear the dressing rooms of all personal items before departure. In the event that the church's dressing rooms do not meet your wedding party's needs, the Wedding Coordinator can assist you in finding a different location for your preparation.

## Parish Hall and Kitchen

Our Parish Hall and kitchen are available for hosting small receptions for an additional fee. Please speak to the Wedding Coordinator for more information.

## Parking

St. Andrew's does not have its own parking lot, but street parking in the neighborhood is plentiful. The Wedding Coordinator can reserve a few parking spaces for wedding guests with mobility issues, and there is space directly in front of the main entrance on Regent Street where persons with disabilities can be dropped off and picked up. All other guests will have to find parking on the neighboring streets.

For large weddings, the couple may wish to arrange in advance to use one of the few parking lots in the area. The largest one nearby is at Blessed Sacrament Roman Catholic Church, four blocks west on Rowley Street. Please contact Blessed Sacrament directly for more information.

# Scheduling

## The Ceremony

Weddings are not scheduled at St. Andrew's on Sundays or during the week between Palm Sunday and Easter (Holy Week). No weddings will be held on UW football home game days because of significant parking and traffic challenges. Couples are advised to check with the UW Events Office, as occasional UW events might create traffic and parking problems near the church. Couples are strongly encouraged to consult with their officiant as well prior to scheduling their ceremony date.

Couples may choose a 4-hour block of time on any day when the church is available. For Saturday weddings, we suggest either a morning time block that ends by 2:30 p.m. or a late afternoon time block that ends by 7:30 p.m.

No wedding participants are permitted to be in the building outside of the reserved time block unless pre-approved by the Wedding Coordinator.

## The Rehearsal

The rehearsal is typically held the evening before the ceremony. Couples may choose a rehearsal time that suits their wedding party, but the time must be confirmed by the Wedding Coordinator. The rehearsal takes approximately one hour.

During the rehearsal, all relevant wedding details are practiced to ensure a smooth ceremony the next day. The following participants are expected to attend: the officiant, the wedding couple, members of the wedding party, parents of the wedding couple, readers, ushers, and anyone else with a special role in the ceremony. The Wedding Coordinator will attend as well. All rehearsal participants are asked to arrive on time so the rehearsal can begin and end within the allotted time block.

# Fees

The total cost of renting St. Andrew's Church for a wedding ceremony is \$1500.\* This \$1500 cost includes rehearsal and ceremony time, the Wedding Coordinator fee, and the use of church equipment and amenities as outlined in this handbook.

Please make all checks payable to St. Andrew's Episcopal Church, and send to:

St. Andrew's Episcopal Church  
Attn: Sally Hogan, Wedding Coordinator  
1833 Regent Street  
Madison WI 53726

## **Preliminary Payment: \$625**

When a couple reserves a date for their wedding, they will submit a check for \$625 along with their Wedding Application. This check includes two fees:

### **Reservation Fee: \$500**

The couple's date is not secure until the Wedding Coordinator receives this non-refundable reservation fee.

### **Damage Deposit: \$125**

The damage deposit will be returned to the couple within one month of the wedding provided the guidelines set in this handbook have been met and there is no damage to the church's property. The cost of any repairs or additional cleaning required after the wedding will be deducted from the damage deposit, and additional charges may be issued if the cost to repairs exceeds the damage deposit.

## **Final Payment: \$1000\***

The balance of all fees must be paid at least two weeks prior to the wedding. Unless additional services are requested, the balance due is \$1000. Additional fees, such as additional time for the use of the facility or rental of space for a reception, will be added to the listed amount as incurred.

\* If at least one member of the wedding couple is an active member of an Episcopal worshipping community, the wedding fee will be reduced by \$500. You will be asked to submit a letter from the rector or chaplain of your worshipping community confirming your membership status. If at least one member of the wedding couple is a member of St. Andrew's, please refer to the Members of St. Andrew's Wedding Handbook.

**Available for an additional fee:**

Couples may speak to the Wedding Coordinator about using the kitchen or hosting a small reception in the Parish Hall for an additional fee.

Additionally, couples may arrange in advance with the Wedding Coordinator to use the church beyond their 4-hour time block at a rate of \$150 per additional hour. If such an arrangement has not been made in advance and the wedding couple, guests, or vendors remain in the building beyond the time block as agreed upon with the Wedding Coordinator, the couple will be charged at a rate of \$200 per additional hour.



Photograph by Rebecca Bystrom at Tellastory Photography

## The Officiant

Wedding couples renting the church facility will arrange for their own minister, rabbi, justice of the peace, or otherwise authorized person to officiate their wedding. If you need help finding someone to officiate, the St. Andrew's Wedding Coordinator can direct you toward resources that can help you in your search.

When you think about designing the ceremony, your officiant is the best person with whom to begin the ceremony design process; however, if you need more assistance, the Wedding Coordinator can direct you toward some useful resources.

## The Marriage License

You must bring a valid marriage license, issued in the state of Wisconsin and acceptable for use in Dane County, to the wedding ceremony for the officiant and witnesses to sign. It is then the officiant's responsibility to mail the license to the Dane County Clerk's office.

Couples are advised to research and understand the marriage license requirements of Dane County as well as their county of residence (if different) well in advance of the ceremony, as couples are required to apply for a marriage license together and in person. For more information on marriage licenses in Dane County, please visit the Dane County Clerk's website or call (608) 266-4124.



Photograph by Jamie Hubbs at Glean Photography

# Additional Information

## Music

Most couples wish to include some vocal or instrumental music in their wedding, and the exceptional acoustics at St. Andrew's make the church a desirable venue for local musicians. St. Andrew's does not provide musicians, but the Wedding Coordinator can direct you toward resources that can help you choose appropriate music and musicians for your ceremony. St. Andrew's organist and music director must approve all use of the organ, so if you wish to use the church's pipe organ, please inform the Wedding Coordinator.

## Photography

You are welcome to use any areas inside or outside the church, including the altar area, for posed pictures of the wedding party before or after the ceremony within the designated 4-hour time block. Photographs may also be taken during the ceremony if your officiant does not object. In our experience, the best places to photograph a wedding at St. Andrew's without being too obtrusive are from the back of the church, from the balcony, and along the side aisles.

## Flowers

Please speak to the Wedding Coordinator about your ideas for decorating the church, as there are certain times of the year when the church's seasonal decorations are not moveable. In such cases, couples may wish to coordinate the church decorations into their wedding scheme.

Flowers may be placed around the altar, but not on the altar. The space lends itself best to a large central arrangement placed in front of the altar. This arrangement may not be more than 34 inches tall. Additional flowers may be placed on the steps at the sides of the chancel, in the windows, or on some or all of the pews. You may also wish to consider greenery or floral ropes to be placed along the top of the paneling at the front of the chancel area.

The wedding couple will choose their own florist. The couple is also responsible for scheduling the delivery of the flower arrangements on the day of the ceremony, either within their designated 4-hour block of time or at another time when the church is open as approved by the Wedding Coordinator.

If there will be more than one wedding on the same day (something we try to avoid whenever possible), couples may wish to coordinate their floral arrangements and other decorations to share the beauty and the cost. We will introduce you to the other couple if yours is not the only wedding scheduled that day, so that you may discuss both decorations and scheduling issues.

The florist or wedding party is expected to remove all decorations promptly following the wedding. If your wedding is scheduled for a Friday or Saturday, you may leave the altar arrangement for Sunday services. Please let the Wedding Coordinator know so that we do not order other flowers for that Sunday and can acknowledge your donation in the service bulletin.

## Sound System at the Church

There is a fixed microphone in the pulpit, as well as several portable microphones, lavalier and hand-held, available for use during the ceremony. If you would like prerecorded music to be played during the ceremony, the Wedding Coordinator will explain how to operate the sound equipment to whomever the wedding couple designates as the music operator.

## Accessibility

In addition to a good sound amplification system, we have several remote hearing units, personal devices that provide additional amplification for individuals who are hearing impaired. If anyone taking part in your wedding will want to use one of these units, please inform the Wedding Coordinator in advance so that she will have a working unit prepared and available.

For those using wheelchairs, there is a ramp leading to the main church entrance on Regent Street. There is also a designated wheelchair space in the sanctuary on the east side near the front of the church. There is an elevator in the hallway of the office wing, and a wheelchair-accessible restroom is located downstairs, on the north end of the Parish Hall.

## Rental Equipment

All rental equipment must be removed from the church after the wedding. If the rental company is unable to pick up their equipment following the ceremony, the wedding party will be responsible for removing the equipment. Leaving rental equipment at the church will be charged against the \$125 damage deposit.

## At the Altar

The church can supply candles for the altar. If you want to use other candles for your ceremony, please check ahead of time with the Wedding Coordinator and take special care to keep wax from dripping onto the altar cloth, the furniture, or the floor. All candles must be extinguished after the ceremony. Spilled wax will result in a cleaning fee, which will be taken out of the damage deposit.

The altar linen and paraments (the colorful altar adornments) may only be replaced or removed with the permission of the Wedding Coordinator. Seasonal altar paraments may be replaced with the white wedding set if requested by the couple. A white kneeler is also available if desired.

If communion is to be served during the ceremony, St. Andrew's communion vessels (chalices and patens) can be made available. Please make arrangements with the Wedding Coordinator.

## Celebratory Material Restrictions

Please do not strew anything but flower petals inside the church. Outside the church, guests may not release or throw materials that require cleanup or cause environmental harm. For example, guests may blow bubbles, light sparklers, release butterflies or doves, throw birdseed, or anything else that has been pre-approved by the Wedding Coordinator. Please instruct ushers to help enforce this policy. The use of any of materials that require special cleanup will result in the loss of the damage deposit.

## Security

Theft is very rare on the St. Andrew's property, but please encourage your wedding party to keep valuables with them to be safe. The Wedding Coordinator will lock the dressing rooms before the wedding starts and will unlock the doors after the ceremony. The church is not liable for personal property that is left unattended.

## Bulletins

Having a printed wedding bulletin or program is not necessary, but it can be helpful for your wedding guests so that they know the order of the service and the names of the participants in the ceremony. Such a program also makes a nice memento. Printing bulletins is the responsibility of the wedding couple, as is the removal of all printed materials from the sanctuary following the service.

## Alcohol, Tobacco, and Controlled Substances

With the exception of the wine served at communion, alcohol is prohibited on the St. Andrew's campus. Drugs and tobacco products are also prohibited. It is the responsibility of the wedding couple to communicate these expectations to members of the wedding party. The damage deposit will be forfeited if alcohol or other substances are found on the church property.

## Cleanup

Please be sure to take all of your belongings with you. We ask that you assign a specific person to this task and let the Wedding Coordinator know who this person is. St. Andrew's is not responsible for any articles left in the church or on the grounds.

We encourage wedding participants to begin the cleanup process even before the ceremony begins if there is time. Please place trash and recyclables in appropriate bins. At the end of the ceremony please ensure that all areas that you have used are clean and left in the condition in which you found them.

## Changing Tables

Wedding guests are welcome to use the changing table located in the lower level north restroom. Please discard dirty diapers in the wastebasket.

## Additional Questions

Contact Sally Hogan, St. Andrew's Episcopal Church Wedding Coordinator, [weddings@standrews-madison.org](mailto:weddings@standrews-madison.org), (608) 831-2417

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We are grateful for information and input provided by Pat Werk, Wedding Coordinator at Grace Episcopal Church, 116 West Washington Ave., Madison, WI 53703, [togracechurchwedding@gmail.com](mailto:togracechurchwedding@gmail.com).