Weddings & Receptions

Costs & Requirements

The Sacrament of Matrimony is ordinarily celebrated within one's home parish. The Forest Ridge Chapel does not function as a parish, so wedding ceremonies are limited to those with an established affiliation to the school, including current faculty/staff, alumnae, and trustees. Couples will need to receive permission from their parish priest to use the Forest Ridge Chapel.

WHAT TO EXPECT

1. **Who can officiate at weddings in our Chapel?**
    a. Couples are expected to arrange for a priest or deacon from their own faith community to serve as the officiant. This individual may be from within the Archdiocese or another diocese. If affiliated with a parish, the pastor should be contacted to coordinate the necessary permissions and preparation.
2. **Are non-Catholics able to be married in our Chapel?**
    a. Yes, if they are marrying a Catholic.
3. **What is the seating capacity of our Chapel?**
    a. 260 seats (*451 max occupancy per fire code*)
4. **What dates are available for a Catholic wedding in our Chapel?**
    a. Activities directly related to Forest Ridge School programs shall always have priority. Rentals are considered when they are not in conflict with school activities and regular maintenance.
    b. Saturdays or Sundays only, with an included rehearsal block the afternoon/evening before the scheduled service date.
5. **What is included in the Wedding Service Chapel rental?**
    a. Dedicated room space for a pre-defined time-period. This time includes all setup, decorating, dressing time, pictures/videos, and clean-up. Please ensure you reserve enough time for all aspects of your event.
    b. One Forest Ridge School staff member to be present for the duration of your event.
    c. 4 hours of rehearsal time is *included* for the afternoon or evening before the scheduled service. If extra rehearsal time is needed, there will be an added cost.
    d. 45-minute meeting with our Director of Faith & Justice is required and *included*, to be scheduled prior to confirming the final Rental Agreement.
    e. Nearby dressing/break rooms for the bride & groom *(located in an adjacent building)*.
    f. Access to a Steinway B grand piano (*no accompanist provided)*.
    g. Wireless handheld microphones + mic-stands.
    h. Music audio via portable Bluetooth speaker system.
    i. Standard mass seating layout. If a different layout is requested, there is an added cost.

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COST

Costs below are to reserve dedicated room space for a pre-defined time-period. This time includes all setup, decorating, dressing time, pictures/videos, and clean-up. Please ensure you reserve enough time for all aspects of your event. The bride and groom must provide their own priest, florist, musician(s), photographer, and videographer. The parties may also choose to hire an outside catering company that may use the school's commercial kitchen for an additional cost.

	Current Faculty/Staff	Alumnae	Trustees	Friends & Family
Wedding Service (per hour) *4-hour minimum required*	**$375/hour** *$1,500 minimum*	**$500/hour** *$2,000 minimum*	**$625/hour** *$2,500 minimum*	**$750/hour** *$3,000 minimum*
Reception Space (per hour) *4-hour minimum required*	**$35/hour** *$140 minimum*	**$40/hour** *$160/minimum*	**$45/hour** *$180 minimum*	**$50/hour** *$200 minimum*
Rehearsal, extra time (per hour)	**$28**	**$33**	**$38**	**$43**
Commercial Kitchen Use (per hour)	**$33**	**$38**	**$43**	**$48**
Flat Cleaning Fee	**$200**	**$200**	**$200**	**$200**
Reserved Parking Fee	**$100**	**$100**	**$100**	**$100**
Chapel Layout Request (optional)	***$100***	***$125***	***$150***	***$175***
Insurance (*estimated cost*)	***$150***	***$150***	***$150***	***$150***
Musicians *(not provided)*	***n/a***	***n/a***	***n/a***	***n/a***
Flowers *(not provided)*	***n/a***	***n/a***	***n/a***	***n/a***
Catering *(not provided)*	***n/a***	***n/a***	***n/a***	***n/a***
Presider Stipend *(not provided)*	***n/a***	***n/a***	***n/a***	***n/a***

REQUIREMENTS

- Established affiliation to the school
- Catholic wedding
- Reception only events may be non-Catholic
- Confirm completion of all marriage preparation steps with our Director of Faith & Justice
- Minimum 90-day notice prior to booking
- Liability Insurance, minimum $1,000,000
- Signed Rental Agreement
- 50% deposit at time of booking
- *Commercial Kitchen Use requires pre-approval from our Director of Food Service and all persons who will be inside the kitchen must have a valid Food Handlers permit.*

To start the rental process: *Please reach out to Melissa Jones: mjones@forestridge.org ; 425-201-2446*

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