



SWEDENBORGIAN CHURCH  
*of* SAN FRANCISCO

*The Complete*

*Wedding Guide*

Our guide for recommended vendors, prices, wedding & reception details!



**RESERVATIONS  
& PRICES**

# WEDDING CEREMONY

## *Reservations*

In order to make a reservation, please first contact the event manager by emailing [events@sfswedenborgian.org](mailto:events@sfswedenborgian.org) to make sure the date you want is available.

Once you have decided on the date with the event manager, please send the following:

- *Completed Wedding Reservation Form*
- *50% NON-REFUNDABLE deposit (via check or Paypal) of the total amount of your wedding.*

The remaining wedding fee is due one month prior to the wedding and the whole amount is non-refundable if you cancel within the 30 day period before the event.

Once we have received the above, we will send out a wedding packet and get started on your wedding!

### **WEDDING COST SUMMARY:**

#### **Weekend Wedding (ceremony only) (Fri – Sun, and holidays)**

\$2,200 for use of the sanctuary and garden for 2.5 hours

#### **Weekday Wedding (ceremony only) (M-Th)**

\$1,800 for use of the sanctuary and garden for 2.5 hours

# WEDDING & RECEPTION

## *Reservations*

In order to make a reservation, please first contact the event manager by emailing [events@sfswedenborgian.org](mailto:events@sfswedenborgian.org) to make sure the date you want is available.

Once you have decided on your date with the event manager, please send the following:

- *Completed Wedding and Reception Reservation Form*
- *50% of the total cost plus \$400 security deposit (via check or PayPal)*

The remaining wedding fee is due one month prior to the wedding and the whole amount is non-refundable if you cancel within the 30 day period before the event.

Once we have received the above, we will send out a wedding packet and get started on your wedding!

### **WEDDING & RECEPTION COST SUMMARY:**

#### **Weekend Ceremony & Reception (Fri – Sun, and holidays)**

\$5,000 for use of the venue (includes ceremony and reception) for 8 hours + \$400 security deposit.  
Additional hours \$625/hour. Includes use of tables and chairs for reception.

#### **Weekday Ceremony & Reception (M-Th)**

\$4,500 for use of the venue (includes ceremony and reception) for 8 hours + \$400 security deposit.  
Additional hours \$625/hour. Includes use of tables and chairs for reception



# RECOMMENDED VENDORS

# CATERERS

*Hugh Groman Catering* 510-647-5165 | <http://www.hughgromancatering.com>

*Chef Stephanie* 415-810-2433 | <http://chef-stephanie.com/>

*Melon's Catering* 650-583-1756 | <http://www.melonscatering.com/>

*Premier Catering & Events* 415-986-4710 | <http://www.premiercatering.com/>

*Small Potatoes Catering* 415-896-1296 | <http://tinyspuds.com/>

*La Mediterranee Cafe & Catering* 415-921-2956 | <http://cafelamedsf.com/catering/>

*Salt & Honey* 510.647.8476, | [www.saltandhoneycatering.com](http://www.saltandhoneycatering.com)

# FLORISTS

*Bloomers Florist* 415-563-3266 | <http://bloomerssf.com/>

*Petals of Love Floral Studio* 510-610-3606 | <http://www.petalsoflovestudio.net/>

*Branch Out* 415-254-4799 | <http://www.branchoutflowers.com/>

*Loop Event Art & Interiors* 415-517-8725 | <http://loopflowers.com/>

# PHOTOGRAPHERS

*Laurie Passey Photography* 541-951-2974 | <http://www.lauriepassey.com/>

*Marina Baklanova* 510-512-3373 | <http://www.marinabaklanova.com/>

*Michelle Walker* 415-235-5400 | <http://www.michellewalker.com/>

*Milou and Olin Photography* 415-513-5761 | <http://milouandolin.com/>

*Kara Gwyn* 412-952-8551 | <http://karagwyn.com/>

# MUSICIANS FOR RECEPTIONS

*Lori Carsillo Jazz Quartet* 415-289-7036 | <http://www.loricarsillo.com/>

*Natalie Cox, Harpist* 510-778-0737

*The Rudolphi Music Agency* 415-550-1872 | <http://www.rudolfiartists.com/>



**RECEPTION  
PLANNING GUIDE**

Below you can find the key information to help you plan a successful reception in the

# *Parish House*

## **MUSIC**

We welcome most musical instruments and bands as long as they are cleared with the event manager. Amplification is permitted inside. We also have a speaker that can be used for connecting a device through Bluetooth. The venue is cozy and intimate and not equipped to handle large dance parties.

## **ALCOHOLIC BEVERAGES**

Alcoholic beverages that can be served are beer, wine and champagne. Bottles must be disposed of properly, absolutely no kegs. Please supply only moderate amounts of alcoholic beverages. We do not allow hard liquor to be served. A server with a liquor license is required. Most caterers can provide a server or bartender.

## **THE KITCHEN**

The kitchen is spacious and equipped with two ovens (ten burners,) two sinks, a microwave, and two coffee percolators (35 cup). The oven will not accommodate commercial size pans. Recycling and composting are mandatory in the city of San Francisco and the appropriate waste receptacles are provided for guests and caterers.

Trash must be separated into the appropriate cans by caterers or the contracted party, and taken outside to the appropriate bins on Washington Street. The lids must close completely; any remaining garbage must be taken off the premises. Please do not use the garbage disposal or dishwasher.

## DELIVERIES & PICKUP

All load in, deliveries, pick-ups, and the arrival of catering staff must be made through the side entrance, next to the office, at 3200 Washington Street. Any deliveries and pick-ups must be scheduled with our event manager. Please call 415-346-6468 or e-mail [events@sfswedenborgian.org](mailto:events@sfswedenborgian.org) to make the arrangements.

## PARKING & TRANSPORTATION

Parking is not as difficult as it might appear. We routinely begin full-house weddings on time, which means that everyone found parking easily enough to make it inside on time. We suggest you advise your guests to arrive early, allowing an extra ten minutes to park. Our white zone is for your use for your wedding and your rehearsal. It is 41 ft. in length and can accommodate two regular sized cars, or one limousine.

There are also parking garages within four-five walking blocks:

UCSF Laurel Heights Campus at 3333 California St. (at Walnut) has two parking lots:

*(415) 514-4520*

The Jewish Community Center at 3200 California Street (and Presidio):

<http://www.jccsf.org/the-center/parking-garage/>

Parking Garage Hours:

Monday-Friday 5:30 a.m. – 10:30 p.m.

Saturday-Sunday 7:00 a.m. – 8:30 p.m.

Valet Parking

California Parking Company, Inc.

*(415) 537-0770*

Our neighborhood is serviced by the following MUNI lines:

#1 California

#3 Jackson

#4 Sutter

#43 Masonic

# FREQUENTLY ASKED QUESTIONS

## How much time do I get?

If you are just having a wedding ceremony here, you get total of two and a half hours on the property. This gives you access to the sanctuary, the bride's room, and the front garden.

If you are having your ceremony and reception here, you have eight hours, which includes set-up and clean-up. You have access to the church, the sanctuary, the bride's room, the front and back garden, and the Parish House. We also provide tables and chairs for the reception.

## How many guests does the Sanctuary/Parish House hold?

The Sanctuary has 77 chairs plus benches on the sides. We can seat up to 120 in the Sanctuary and the maximum capacity is 130 with standing room included. The Parish House can hold 84 guests for a formal sit down dinner reception and up to 100 for a casual, standing only-style reception.

## Where is the reception area?

Our Parish House is used for receptions and for rehearsal dinners, and is conveniently located next to the Church and overlooks the garden, which can be used for cocktail hour.

## Is there a dressing room?

Yes, we have a lovely room in the Sanctuary with a private bathroom.

## Can people from other religions have a wedding there?

Absolutely! Though the church has an active and vibrant congregation rooted in the Swedenborgian tradition, the wedding program is non-denominational and open to people of all backgrounds.

## What are included in the costs?

### *Wedding Ceremony Only*

The fee includes the use of the sanctuary and garden, the assistance of a wedding hostess who oversees the wedding and is on site to help facilitate with set-up and clean-up, a wedding rehearsal, all candles in the church, a fire in the fireplace, dressing room and use of the garden for wedding photos.

### *Wedding Ceremony & Reception*

Includes all of the above + use of the Parish House and tables and chairs for 8 hours total. The wedding hostess that we provide will be on-site the whole time and helps with directing the set-up and break-down of your wedding so you don't have to hire a day of coordinator.

If you have any additional questions, please contact the event manager at 415-346-6468 or [events@sfswebenborgian.org](mailto:events@sfswebenborgian.org).