

Our Lady of Guadalupe Catholic Church

Quinceañera Deposit Agreement

2009 – 2010

You automatically forfeit your deposit if any of the following policies are not followed.

- Candidates, their guests, representatives and families must behave in a manner befitting the celebration of a Quinceañera Mass or Communion Service. The Quinceañera is a liturgical celebration that will be celebrated at a church. This means that candidates, their guests, representatives and families must follow all church policies and treat all parish staff and volunteers with courtesy and respect. Failure to do so will cause a forfeiture of your deposit.
- The church deposit is non-refundable if cancelled less than two months before the scheduled Quinceañera.
- All fees must be Paid in Full 30 days prior to the Quinceañera. **Failure to do so may result of the cancellation of the event by the parish office.**
- You may not arrive more than fifteen minutes late for your celebration.
- Absolutely, no food, drinks, tobacco or alcohol are allowed in the Church.
- Quinceañeras take place at Mass or a Communion Service and happen in the church. Honorees and their attendants/court must dress modestly. **For this reason, sleeveless or strapless dresses are strongly discouraged.** This includes both the honoree and all attendants/members of the court. Dresses must be at least knee length. Honorees or attendants who arrive in dresses that are sleeveless or strapless **must** wear a shawl or other suitable cover-up. No visible cleavage, bare midriffs, short length, high slits, skin-tight, low cut necklines, or backless gowns are allowed. This is not appropriate for the presence of Christ or a sacred celebration. Non-compliance could result in the loss of your deposit. If necessary, you may need to purchase one dress that is appropriate for the church and another for the party afterward. If you have questions as to whether or not a dress is appropriate, contact the Director of Worship and Formation **before** purchasing it.
- You are restricted from moving or removing any items from the sanctuary area
- Bows, ribbons and floral arrangements may be used to adorn the pews in the center aisle. Do not use wire, tape, pushpins, thumbtacks or anything that would damage the pew to attach the bows. Pew clips or ribbons are acceptable and are sold at party supply stores. We have hundreds of weddings here at OLG and continual exposure to unsuitable décor will damage the church and furnishings.
- Rice, flowers, potpourri and birdseed are prohibited in and outside of the church for safety and liability reasons. Slipping on these items could cause serious injury to you, your Quinceañera party and guests.
- Dove and Butterfly releases are only allowed outside the church. If they are released in the church, additional charges may apply for professional entrapment.
- Candelabra and arches are not allowed in the church.
- Only one photographer and one videographer are allowed. It is extremely important that they remain respectful of the sacred space. We recommend that they attend the rehearsal for logistical purposes.

- The videographer must remain stationary in the choir loft or at either side aisle but NOT past the front columns during the ceremony.
- The photographer may be mobile in the church during the ceremony but limited to the choir loft, either side aisle (behind the front column) or the Cry Room as long as they are not a distraction. Most importantly, they must not enter the altar area at any time during the ceremony. The use of flashbulbs or any other bright lights are prohibited during the ceremony.
- Please advise your guests and family not to take photos during the ceremony. The service of your professional photographer is costly and you don't want them to interfere with his professional work.
- Thirty (30) minutes prior to or after the ceremony is allowed for taking posed photographs. We ask that you provide your photographer with a list of pre-planned photos in order to best utilize the time allotted. Please inform the Church Monitor at the rehearsal of your time choice. Also, inform the monitor of your desire to have a photo taken with the presiding priest or deacon. Post ceremony photography may not exceed 30 minutes.
- Only one portrait is allowed in the church. It may be displayed in the church narthex (foyer) on an easel provided by the quinceañera party. No portraits are allowed on the altar.
- Music for the Quinceañera liturgy (Mass) but be approved by the Director of Formation and Worship at least thirty days prior to the event. Music must adhere to the guidelines provided on the Liturgy Planning form.

Signature of Honoree

Date

Signature of Parent

Date