

## Contract for a Celebration of a Quinceañera Mass

The Quinceañera Mass is scheduled to take place only Fridays at **3pm** & Saturdays: **12:00 PM** or **2:00 PM** depending on the date availability.

**The date must be reserved at least 4 months before the date.** If you desire another date or time, you must set an appointment with the pastor for approval.

I agree that the Quinceañera Mass is to take place on (Date) \_\_\_\_\_ at \_\_\_\_\_.

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ hereby understand the current donation for a Quinceañera Mass at Our Lady of Refuge Church is **\$650 - \$725** dollars and it **DOES NOT cover cost of flowers or music for the Mass.** \_\_\_\_\_ **Initials**

### Payment

Our Lady of Refuge has a minimal suggested fee for use of the church, etc. It should be emphasized, however, that an appropriate offering to the Church is expected and should be proportional to the overall expenses of the XV date, reception, limousines, etc. a suggested amount would be one-tenth of the overall cost of the XV. Our basic XV fee is \$650-725: \_\_\_\_\_ **Initials**

Option A: Pay in Full—fee amount of \$650 Receipt # \_\_\_\_\_

Option B: Pay in three payments - fee amount of \$725

a. Deposit of \$225 at the time of booking the date for the church. Receipt # \_\_\_\_\_

b. Second payment of \$250 due by \_\_\_\_\_ Receipt# \_\_\_\_\_

c. Last payment of \$250 due by \_\_\_\_\_ Receipt # \_\_\_\_\_

d. Late Payment Fee of \$50 (Applies per late payment) Receipt # \_\_\_\_\_

### Requirements

I also understand that all Quinceañeras must have **Baptism and First Communion** and we must bring to the parish my daughter's certificates of Baptism and First Communion. *The date cannot be set for the XV until ALL certificates are presented.*

#### a. Cancellation Policy

**If there is a cancellation 2 weeks after booking \$50 of the payment is non-refundable, due to staff time, after 2 weeks \$250 is non-refundable; this is due to staff time.** If the cancellation is **90 days** prior to the XV date **50%** of the payment is non-refundable. If the cancellation occurs **30 days** prior to the XV date the **full payment** is non-refundable. **\*If you change the XV date 2 months prior to the original date there is a \$100 Fee, 2+ months is a \$50 Fee.** \_\_\_\_\_ **Initials**

#### b. If an outside priest is requested

If the family invites an outside priest to celebrate the Quinceañera mass, the family is responsible in obtaining a form from the parish office of Our Lady of Refuge that delegate's permission for the outside priest to come and celebrate the Quinceañera Mass by our Pastor. This form has to be turned in as soon as possible after the date has been booked.

The family is responsible for turning in the form signed by the invited outside priest with his contact information. The family is responsible for giving the invited priest a stipend of \$50. This form may be turned in to the parish office of Our Lady of Refuge in person, through e-mail, or fax. If the invited priest is late (35 min. or more) to the service, it will be postponed until the next available time slot to ensure that we honor the respected times of the other services. **This applies to the main participating party as well (If the Quinceañera is late).** \_\_\_\_\_ **Initials**

### **c. Quinceañera Readings & Petitions**

The Quinceañera has to pick a first reading from the options provided. She may also pick out a responsorial psalm (optional). The Quinceañera has to also select two people to read for her mass celebration. One person to read the first reading and the other to reading the prayer of the faithful. It is preferred if the readers for the mass are comfortable reading in public. \_\_\_\_\_ **Initials**

### **d. Celebrant to be determined**

The schedule for the priests to celebrate the service will be completed approximately four weeks prior to the date. The celebrant may be a priest other than the pastor and in case of an emergency the deacon may be designated the service in which case the service would be a communion service. \_\_\_\_\_ **Initials**

### **e. Baskets used for the time of the Offertory in a XV Mass**

It is a tradition in our parish that two baskets are offered by the Quinceañera during Mass.

**1<sup>st</sup> basket:** This basket represents the bread and wine. The wine and hosts can be purchased in the parish office for a donation or can be ordered at [www.cotters.com](http://www.cotters.com). (Hosts must be wheat - either Priest hosts box size 2 ¾ or a canister of 750 ct). Wine has to be *Rosata* for consecration. Cotters #: (213) 385-3366. Must be ordered at least 2 weeks prior to Quinceañera date.

**2<sup>nd</sup> basket:** This basket may be filled with groceries for the poor (cans, beans, rice, cereal, Almond milk, etc.).

\_\_\_\_\_ **Initials**

## **RULES AND PROCEDURED DURING THE XV**

1. Each XV will have approximately 1 hour for the ceremony, 20 minutes for decorating and 20 minutes for pictures, if desired.
2. Arrangements for flowers are to be made by the parents with the florist of their choice. The florist is to be cautioned against stapling, gluing or taping floral arrangement and bows to church pews. Flower arrangements may be shared with other celebrations happening the same day. Arrangements of flowers for XV's is not included in the total cost.
3. No aisle runners are allowed because of liability issues.
4. Photography and videotaping are allowed during the liturgy, but photographers and video tapes are asked to consult with the Priest before the liturgy begins
5. Music for the XV may be instrumental or vocal and should be appropriate for a liturgical service. The parents are free to invite mariachi musicians or musicians. Musicians for XV liturgy are not included in the total cost.
6. The tossing of any material (rice, confetti, rose petals, etc.) is **STRICLY PROHIBITED** both inside and outside the church. This is because of our insurance liability clauses.

\_\_\_\_\_ **Initials**

I am signing below because I agree with all requirements and conditions that are written in this contract. \*I also understand that Our Lady of Refuge Church reserves the right to **CANCEL** this Mass if I do not attend the requirements on the Preparation Form for Quinceañera's or meet any of the other requirements mentioned above **one month prior** to this event.

**\*NOTE: If the sessions are not turned in completed on the due date, the only exception that will be made to not cancel the quinceañera is if a \$300 CASH deposit is made to extend the period to complete the sessions to an additional 5 months, (starting from the quinceañera date). If the sessions are not ALL completed within the extension, then the \$300 deposit is not refunded; but if they are completed and turned in on time the \$300 is refunded.**

## Additional Comments

---

---

---

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Date

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Name of Contact

\_\_\_\_\_  
Phone # of Contact

\_\_\_\_\_  
Relationship to XV

\_\_\_\_\_  
Name of Contact

\_\_\_\_\_  
Phone # of Contact

\_\_\_\_\_  
Relationship to XV

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date