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|---------------------------------------|---------------|-------|------------|
| For office use only: Last Names: / | Wedding Date: | Time: | Officiant: |
|---------------------------------------|---------------|-------|------------|



Grace Church Wedding Booking Form and Use Agreement

Wedding Date and Start Time:

(1st Choice): _____ (2nd Choice, if any): _____

Personal Information:

| | Spouse #1 | Spouse #2 |
|--|-----------|-----------|
| First Name | | |
| Middle Name <i>(full)</i> | | |
| Last Name | | |
| Date of Birth | | |
| Phone | | |
| E-Mail | | |
| Street Address | | |
| City, State Zip | | |
| Religious Affiliation (if any) | | |
| Baptized Christian? (yes, no, not sure) | | |
| Married previously? (yes, no) | | |
| Couple's future address | | |

Information and Options for your Wedding Ceremony and Wedding Rehearsal:

Please indicate which type of wedding (check one of the two types below):

- _____ Episcopal wedding performed by a member of the Grace Church clergy or their designee
 _____ Wedding of another denomination performed and certified by someone the couple hires

If an Episcopal wedding, will there be a Holy Eucharist? (yes, no, not sure): _____

If an Episcopal wedding, would you like us to create and print your wedding leaflet for you according to our template? (\$300 fee applies) (yes, no, not sure) _____

Would you like music for your wedding? (yes, no) _____

Expected number of guests (can be approximate at time of booking): _____

Number of people in the wedding party: _____ (consisting of _____ for Spouse #1 & _____ for Spouse #2)

Number of "Reserved" signs to be placed on 5-person pews closest to the front: _____

| | | | |
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We would like 5 pairs of tall candles lit along the main aisle (\$150 fee applies)(yes, no) _____

We would like the 22 choir stall candles lit up in the chancel (\$300 fee applies)(yes, no) _____

We would like to reserve use of The Pavilion at Grace and/or the adjacent outdoor garden and labyrinth as a gathering and/or staging space for the bridal party or special guests and family members (up to 25 persons) before and after the wedding ceremony, including for photography and videography, and including access for guests to enter through the reception entrance near Chapel Street. **Please note:** This option does not include parking, and is not suitable if your reception will be hosted in The Pavilion. (\$300 fee applies)(yes, no, not sure) _____

Wedding Rehearsal date and time (usually late afternoon the day before): _____

Would you like the organist/pianist present for the rehearsal? (yes, no, not sure) _____

| | yes, no, not sure | Name | Phone | E-Mail |
|--------------|-------------------|------|-------|--------|
| Photographer | | | | |
| Videographer | | | | |
| Florist | | | | |

Wedding Reception in The Pavilion at Grace

In addition to our wedding at Grace Church, we would like also to book our wedding reception in The Pavilion at Grace and take advantage of the \$1,000 discount. (yes, no, maybe) _____

If 'yes', please fill out and include the separate Wedding Reception Booking Form. If 'maybe', please contact one of our approved caterers to discuss and plan your wedding reception, and complete your booking with us as soon as possible, as dates are likely to book fast.

Agreement to Abide by Grace Church Wedding Policies

We have reviewed the stated policies, fee structure, and prohibited activities relating to weddings at Grace Church in Providence, and by our signatures below we certify that we understand them and agree to abide by them in their entirety. We pledge to clearly and thoroughly convey all relevant policies to our photographer, videographer, florist and other hired professionals. We understand that the \$500 booking deposit enclosed herewith is non-refundable, and that any damage, overages or penalties assessed by Grace Church in Providence will be drawn from our damage and overage deposit, and that the remainder of that deposit will be returned to us once all accounts are settled. We indemnify Grace Church in Providence from and against any and all liability. We understand that we are responsible for contacting the Grace Church office no less than two months before our wedding date to finalize wedding details, and that the balance in full of the wedding fee plus our \$1,000 damage and overage deposit must be submitted no fewer than 30 days before our wedding date.

Spouse #1 Signature: _____ Date: _____

Spouse #2 Signature: _____ Date: _____

Please return completed form to the office:

Grace Church in Providence, 300 Westminster Street, Providence, RI 02903
or e-mail completed form to mywedding@gracepvd.org