

Your Wedding at Grace Church

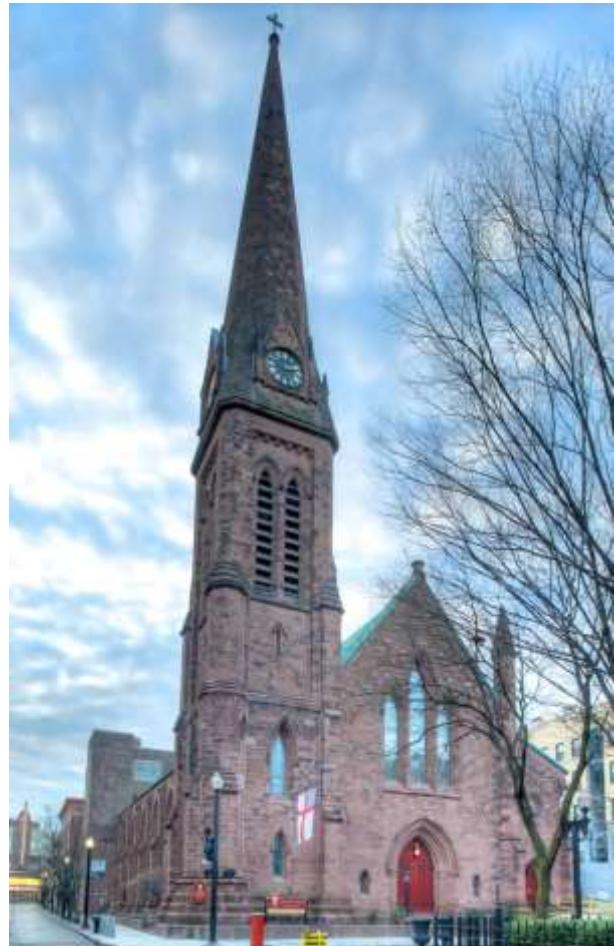
300 Westminster Street
Providence, RI 02903
(401) 331-3225
mywedding@gracepwd.org



The experience of a Grace Church wedding is simply beyond compare

We are delighted that you are considering being married at Grace Church! We have performed weddings in our historic Episcopal church for over 180 years, and our hope is that you will choose Grace as the location for one of the most joyous and sacred days of your life. Although being a member of our parish is not required to be married at Grace, our sincere hope is that each couple will consider visiting Grace on a Sunday to experience worship in this unique church in the heart of downtown Providence. We proudly and happily officiate the weddings of same-sex couples as well.

This packet contains all of the information you are likely to need as you plan for your Grace Church wedding, and we look forward to hearing from you soon to reserve your wedding date. If after fully reviewing this document you have remaining questions, contact mywedding@gracepwd.org. A separate packet for *Your Reception in The Pavilion at Grace* is available through our website, though a brief overview is included below (see page 7).



Types of Weddings at Grace Church

The information presented herein relates to two distinct types of weddings that take place here at Grace, namely: 1.) Episcopal weddings performed by a member of the Grace Church clergy or their designee on the one hand; and 2.) all other types of weddings conducted here purely on a site-rental basis, and for which Grace Church plays no role in conducting nor certifying the marriage. Please see detailed information below for each wedding type. The fee for either wedding type is \$2,500, though a discount of \$1,000 is applied if you also book your wedding reception in the adjacent Pavilion at Grace.



Type 1: Episcopal Weddings at Grace

If you seek an Episcopal marriage by our own Grace Church clergy, you and your fiancé will both meet with your assigned priest, likely on several occasions. One member of the couple must be a baptized Christian, and both must make a commitment that they intend for the marriage to be lifelong. If one or both have been married previously, Grace Church will file an application for permission from the Episcopal Bishop of Rhode Island to solemnize the marriage before the ceremony can proceed. *The Book of Common Prayer* is the foundation for Episcopal worship services, and provides the framework for all Episcopal weddings.

You will obtain your marriage license application from the Rhode Island Department of Health, and hand this document in its provided return envelope to your assigned priest no fewer than 7 days before the wedding date. The license will be signed by the officiant and at least two witnesses during the service, and following the service the presiding priest will submit the completed form that will prompt the state to issue your official Certificate of Marriage.

Type 2: Non-Episcopal Weddings at Grace

If you seek any other type of ceremony apart from an Episcopal wedding, you are most welcome to rent our space for your wedding. In this instance, you are responsible for making all necessary arrangements with the officiant who will preside over the ceremony, and Grace Church plays no role in certifying the marriage. Grace Church's sacramental elements, i.e. chalices, etc. may not be used. All items required for the ceremony must be brought in by the officiant or the couple. Church rentals are permitted to make use of the wooden credence table, the lectern, the pulpit, and the built-in PA system for voice only with one hand-held microphone and one lapel microphone.

About Grace Church in Providence

Grace Church is a diverse community of Christians who come together to pray, serve, learn, sing, and worship in the Anglican tradition. While our building and much of our worship are traditional -- and remind us that the Church exists through the centuries -- our message and preaching strive to bring the timeless teachings of Jesus Christ into this century and speak to people's lives today. We are a church that is always growing and changing, reflecting the vitality of our city, and indeed the greater Providence area. Our music program features a professional choral ensemble in residence, an adult choir of over 30 singers, and a children's chorister program. We hope you'll visit us soon and be moved to make this amazing parish your church home.



The church itself was built in 1846 by the renowned architect Richard Upjohn, with the chancel added in 1912 by Ralph Adams Cram. The 16 tower bells still ring each hour more than 150 years since their installation, and portions of the large pipe organ date to 1886. Grace Church is listed on the National Register of Historic Places.

Music

If you will have music a part of your wedding, contact the Director of Music as soon as your deposit has been received and your wedding date confirmed. You will make arrangements for a single in-person consultation with the Director of Music or his designee, during which you will make all musical selections for your wedding according to the guidelines provided. The fee for an organist and/or pianist is \$250, and an additional \$100 fee will apply for him/her to also attend the rehearsal.

Vocal or instrumental soloists and/or ensembles can be arranged by requesting a quote from the Director of Music. If you wish to bring in your own pianist or organist, the \$250 fee to Grace Church nonetheless applies, while couples arranging other types of instrumentalists and/or vocalists will not be assessed a music fee. In all instances, however, arrangements for music must be made with the coordination and permission of the Director of Music.



Wedding Leaflet

For non-Episcopal weddings, you will create and print your own wedding program or leaflet. For Episcopal weddings, we can assist you with structuring the content for the liturgical

portion of your leaflet at no charge. If you like, we can produce and print your leaflet for you according to our attractive and easy-to-follow template, for a \$300 fee.

Wedding Rehearsal

At the same time that you book your wedding date and time, you will also book your wedding rehearsal date and time. They are generally scheduled for the late afternoon on the day prior to the wedding, most commonly near the 4:00pm hour. A rehearsal of two hours or less is included in the cost of the wedding, while additional time if needed may be added at a rate of \$50 per hour or partial hour. Those that need to attend the rehearsal include all the attendants and anyone who will be reading Scripture or prayers during the service, as well as those taking part in the wedding procession. Wedding rehearsal participants may enter through the main entrance of the church on Westminster Street beginning 30 minutes before the scheduled start. Attendees are advised to bring their belongings to the front pews. If you wish for the organist or pianist to be present for the rehearsal, a \$100 fee applies.

Flowers

Please ensure your selected florist is aware of all relevant policies, including:

- flowers will be delivered and placed during the hour before the scheduled start time, or if additional installation time is required, then by appointment only between the hours of 8:00am-10:00am on Saturdays or 12:00pm-2:00pm on Sundays.
- no items may be placed upon nor affixed to the church pews
- absolutely no tape nor any type of adhesive may be used on the premises
- the common focal point of two principal flower arrangements may be placed either upon the high altar, at the base of the chancel steps, or if arranged within a narrow and stable vase may be placed on either side of the chancel wall. Flowers placed upon the altar must not exceed 36 inches in height and 34 inches in width, including the vases.
- If you have selected the aisle candles for your wedding (see *Decorations*), the stands may be decorated with rings of flowers, garland or bows placed carefully for fire safety. String may be used for attaching flowers to aisle candle stands.

The principle altar flower arrangement can be transferred for you to The Pavilion for your reception upon request, but otherwise will remain in the church in thanksgiving for your union, and if they are used for Sunday worship, an acknowledgement of your gift of flowers will appear in the Sunday service leaflet. Please designate a guest or member of the bridal party as a volunteer to remove all other flowers from the church after the ceremony.

Decorations

Grace Church is already a magnificent and stunning setting for a wedding ceremony without any additional decorations. Accordingly, aside from flowers as discussed above, the only approved options for church decorations are the two available candle settings that provide dramatic lighting effects. You can request that we arrange 5 symmetrical pairs of tall iron candle stands down both sides of the main aisle, and light their globed candles, for a \$150 fee. Additionally, you can opt to have all 22 of our glass-globed candles that are mounted upon the choir stalls in the chancel (above and behind the low altar) lit for a fee of \$300. Aisle runners are a tripping hazard, and are never permitted. If you would like to reserve front pews

for special guests and/or family, Grace Church has attractive “Reserved” signs that are designed for placement on our pews. Please indicate the number of 5-person pews that you would like to reserve.

Photography and Videography for Episcopal Weddings

For Episcopal weddings at Grace, you are welcome to hire any professional photographer and/or videographer for your wedding, but they are required to follow the guidelines that are listed below. These guidelines are designed to preserve the sanctity of your wedding ceremony and avoid unpleasant distractions. You are responsible for ensuring that your photographers fully understand and will abide by the following rules and procedures:

- Pre-wedding portraits in the front of the church may be taken beginning one hour prior to the scheduled start, but must be completed and all equipment removed no less than 30 minutes before the scheduled start.
- Digital cameras that offer shutter volume control will have shutter sounds turned off.
- During the procession and recession, flash photography may be used, but the photographer will remain behind the rear-most row of guests or in the back of the church behind the pews.
- No flash photography is permitted once the service begins.
- Between the two processions at either end of the service, the photographer and/or videographer must select a single vantage point for the service itself. Movement between vantage points is disruptive to the ceremony. The three permitted vantage points are: in any one pew to either far side of the church (the pews right beneath the stained glass windows); in the very back of the church; or in any one pew, if one exists, that is at least five rows behind the rear-most guest at the start of the service.
- All photography and videography must be completed not more than 45 minutes from the end of the service.

Photography by guests distracts from both the purpose and solemnity of the occasion. Please inform your guests that no photography is allowed during your ceremony. To that end, we suggest that you include the following text within your service leaflet: *Because this wedding is a holy service of worship, we ask that you refrain from taking photos or shooting video during the worship service. Also, please remember to turn off all cell phones and audible devices. Thank you.*

Photography and Videography for Non-Episcopal Weddings

For non-Episcopal weddings, we strongly encourage you to inquire with your officiant regarding the officiant’s preferences or guidelines regarding photography and/or videography, and convey those clearly to your selected photographer/videographer.

Wedding Ceremony Start Time

At the time that you book your wedding at Grace, please note that 5:00pm is the latest-allowable start time for a Grace Church Wedding. Please be aware, a \$100 penalty may be charged if your wedding ceremony does not commence before 30 minutes from your scheduled start time. Moreover, if your wedding does not begin within 60 minutes from the

scheduled start time, your hired musicians will be within their rights to leave, and we reserve the right to cancel or postpone the wedding.

Parking

Grace Church is an active community that frequently utilizes different portions of our campus on any given day or evening. For that reason, use of the parking lot for wedding receptions in The Pavilion at Grace is limited to one assigned parking space and two marked handicapped spaces. You may wish to reserve the assigned space for your limousine if you will rent one, or you may wish offer that space to a guest with limited mobility or difficulty navigating steps. The handicapped spaces will be accessible to any guests bearing a handicapped placard on their vehicle, or you may separately assign those spots to selected guests. If you wish to ensure that only your selected guest will park in these spaces, we encourage you to provide us with a name under which to reserve them. A representative of Grace Church will be on hand near our reception entrance to provide access for those parking onsite. We are fortunate to have four private parking lots located on Snow Street just a stone's throw from Grace Church. Two of those lots are operated by Downcity Parking, and we encourage those interested in providing parking for their guests to contact Amy Cioci at Downcity Parking: 401-273-9466, acioci@downcityparking.com.

Use of the Chafee Room

The Chafee Room is an attractive meeting space located just to the East of the chancel, and use of this room as a preparation and/or dressing space for the bride or for members of the wedding party is included in the wedding fee. A small single-occupant restroom is located adjacent to the Chafee Room. Please remember to retrieve all of your personal effects before or immediately after the service, and we thank you for leaving the space just as it was found.

Heating and Cooling

While *The Pavilion at Grace* is temperature controlled, Grace Church itself is not air conditioned. During the summer heat, fans are placed at multiple locations within the church to assist with air circulation, and upon request a light airflow can be directed toward the bride and groom to further assist with cooling. Water will be provided in the Chafee Room during warm weather. During the winter months, thermostats are pre-programmed for your comfort and may not be adjusted. On rare occasions when a sudden shift in temperature can yield more warmth than desired, the heat can be shut off upon request.

Prohibited Activities on Grace Church Premises

The activities listed below are prohibited on the premises of Grace Church -- before, during and after any wedding ceremony and/or wedding rehearsal -- and failure to abide by these rules may result in full or partial forfeiture of your damage and overage deposit, at the sole discretion of Grace Church. You are responsible not only for your own behavior on the premises, but also for that of your wedding party, guests, and hired service providers. When determining what portion, if any, of a damage and overage deposit to withhold as a result of infractions by others that do not result in physical damage to the premises, Grace Church will duly consider whether the couple itself had a reasonable opportunity to prevent the infraction, or took prompt and effective measures to stop it once observed. In instances where damage

to church premises results -- whether from a prohibited activity listed here or by any cause -- we will consider solely the reasonable cost of repair. We will act in good faith and endeavor to be fair in all instances, while dutifully safeguarding the interests of the church and its premises. The following activities are prohibited:

- Smoking is prohibited everywhere on the premises of Grace Church in Providence, including all outdoor spaces and The Pavilion at Grace.
- The use of tape, glue, tacks, nails, screws, and adhesives or fasteners of any kind is prohibited. String may be used for attaching flowers to aisle candle stands.
- Alcohol consumption is prohibited, except those beverages served directly by an approved caterer's beverage service staff during a wedding reception in The Pavilion.
- The scattering or tossing of rice, flower petals, confetti, etc. is not permitted. Flower petals may be carefully laid at either end of the aisle, as discussed during the rehearsal.
- Aisle runners are a tripping hazard and may not be used.



Your Reception in The Pavilion at Grace

The Pavilion at Grace features a beautiful new event space as a light-filled modern expression of Gothic revival design. Connected and adjacent to Grace Church in Providence, The Pavilion at Grace affords couples the opportunity to pair a wedding ceremony in the 1846 church with a joyous reception beneath the pavilion's high vaulted ceilings. The space accommodates 175 seated guests with room for dancing. The nearly 3,000 square-foot Pavilion at Grace is tastefully appointed with artwork and a mood-setting fireplace. The adjoining 2,000 square-foot outdoor garden features a labyrinth, pergola and bench seating; while the all-glass façade of the Atrium maintains a sense of connection and continuity between the indoor and outdoor spaces. A tent can be added in the outdoor garden for total seated capacity of 200 guests, or host an intimate cocktail reception outdoors. Three of the area's foremost caterers are approved to host wedding receptions on our premises: Blackstone Caterers, Pranzi Catering and Events, and Easy Entertaining; and we encourage you to connect with one or more of them to discuss your reception. As you will note in the fee schedule below, a \$1,000 discount applies if you book your wedding at Grace Church *and* your reception in The Pavilion.

We own attractive tables and chairs sufficient for your first 150 guests, which may be set up, arranged and broken down solely by your caterer and/or our staff. A small number of parking

spaces may be available for your use, particularly for your caterer and other principal vendors, and for any of your guests with limited mobility or need for ramp access. Four large private parking lots are located less than one block from the main entrance. A coatroom is located in the main entry hall. The Pavilion at Grace features 3 restrooms: a men's room, a women's room, and a small unisex bathroom.

A high-quality rear projection video system with disappearing projector and screen is available for a fee, as is the built-in audio system which is suitable for vocal emcee use or other low-volume applications. Louder amplification such as for dance music will require outside equipment provided by the guest, DJ, or event organizer. An attractive gas-lit fireplace is available for lighting to add comforting ambiance to any event, also for a nominal fee. Lighting can be adjusted on dimmer switches that only Grace Church's or your caterer's staff are permitted to operate.

Fee Schedule

Wedding Ceremony at Grace Church For Episcopal weddings: includes services of an officiant selected by Grace Church, pre-marital counseling, and wedding certificate. Non-Episcopal wedding ceremonies are permitted under guidelines detailed in the facilities use agreement.	\$2,500
Wedding Reception in The Pavilion at Grace Rental fee for up to a five-hour wedding reception. Fee includes up to 3 hours total for pre-event setup and post-event cleanup.	\$4,000
Discount for couples booking both their wedding <i>and</i> their reception at Grace	(\$1,000)
Package Price for combined wedding and reception	\$5,500
Additional wedding rehearsal time beyond the 2 hours included in the wedding fee	\$50 per additional hour
Additional reception event hours beyond the 5 hours included in the rental fee	\$400 per additional hour
Additional reception setup and/or cleanup time beyond the 3 total hours allotted	\$75 per additional hour
Penalty applied if your wedding begins more than 30 minutes after the scheduled start.	\$100

Required Deposits

Event booking deposit (non-refundable) - the couple will remit a \$500 <i>non-refundable deposit</i> at the time of booking, which will be credited toward the rental fee. The balance of your event fee will be due at least 30 days before your wedding date, along with your damage and overage deposit (see below).	\$500
Damage and overage deposit (refundable) - A \$1,000 <i>damage and overage deposit</i> must be provided no fewer than 30 days before your wedding date, from which any charges incurred beyond those agreed upon in the booking form and use agreement, or costs to repair any damage to the premises or its contents shall be debited; with the remainder to be returned to the guest after all accounts have been settled.	\$1,000

Optional Items for Wedding Ceremonies at Grace Church

Piano/Organ fee: Includes the services of an organist and/or pianist for your wedding ceremony. This fee applies whether you use the pianist/organist supplied or whether you supply your own.	\$250
Presence of the Grace Church-appointed organist/pianist during the wedding rehearsal	\$100
Professional instrumental or vocal performance services for your wedding ceremony. Soloists or ensembles can be arranged. *Request a quote: mywedding@gracepvd.org	* Please request a quote
Sounding of a wedding peal on the Grace Church steeple bells to proclaim your marriage	\$150
Lighting of 10 large candles in iron floorstands placed in pairs down the center aisle	\$150
Lighting of 22 glass-globed choir-stall candles in the chancel	\$300

Optional Items for Wedding Receptions in The Pavilion at Grace

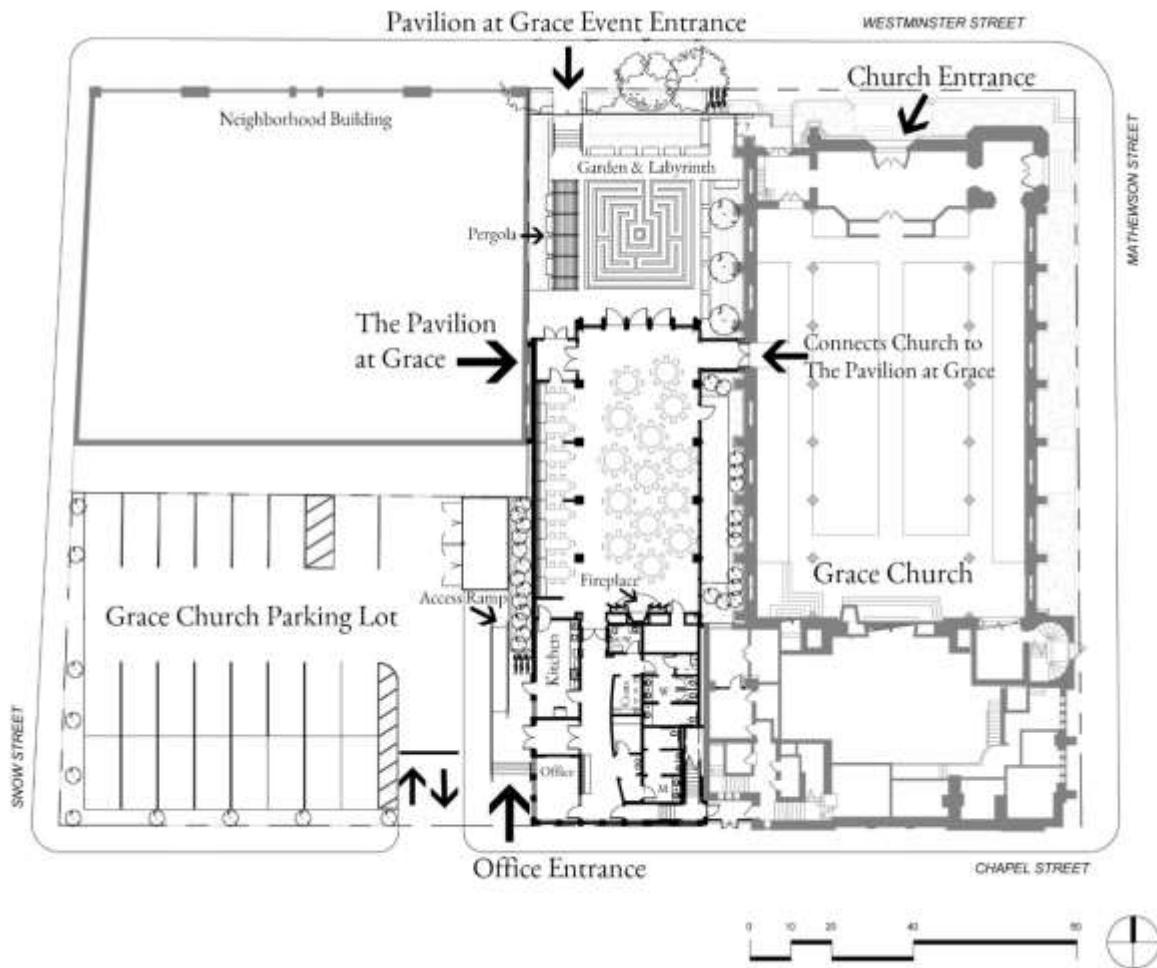
Lighting of the fireplace	\$100
Approved use of the house audio/visual system. Includes use of the rear-projection video system with 10' X 6' tensioned screen for movies, slideshows, etc. Also includes use of a wireless handheld or lapel-clipped microphone for vocal emcee, or for light background music such as dinner music. Recorded music at volumes beyond a dinner-music background level must be played on your own or your DJ's separate equipment.	\$200
Tent placement fee - the fee to place an approved 25' X 37.5' tent in the garden and labyrinth area, to be installed by our approved tent provider <i>Newport Tent Company</i> . The tent can preserve outdoor access during inclement weather for your cocktail reception, or be used to expand the Pavilion's total seating capacity to 200 or more. The fee to Grace Church is separate from the tent rental cost (roughly \$2,000), which you will pay directly to Newport Tent Company.	\$500

How to Book your Grace Church Wedding

Please begin by confirming with the events coordinator that your desired date(s) is(are) available. Once we have confirmed your date and time, please either mail your \$500 non-refundable deposit to Grace Church in Providence, bring or mail your deposit check to our office, or remit your deposit online using a secure link we will supply via e-mail. After we have received your deposit, please contact Director of Music Vince Edwards to schedule your music consultation. If you are booking an Episcopal wedding, the officiant that we assign for your wedding will contact you shortly after you have booked to schedule your first meeting here at the church with both you and your fiancé. You will likely meet together several times.

No less than two months before your wedding date, please make sure we have all the necessary details in hand, including the names and contact information of all of your vendors. Please contact us to make all final arrangements, including any optional items listed above, and then we will tally your total fee. The balance of your total fee (less your initial deposit) will be due at this time, including your refundable \$1,000 damage and overage deposit. Your fee and deposit must be paid in full **no fewer than 30 days prior to your wedding date**. For Episcopal weddings, please remember you are responsible for handing your marriage license in its provided return envelope directly to your assigned priest at your wedding rehearsal.

After your wedding, your damage and overage deposit, less any charges for damage to the premises or penalties or overage charges according to our fee schedule, will be issued to you via check within 30 days from your wedding date.



Contact: Chris Barker, Events Coordinator , 401-331-3225, mywedding@gracepwd.org