

Wedding Agreement

This agreement is made between the Couple and Grace Episcopal Church

Grace Episcopal Church

871 Merrimon Avenue

Asheville, NC. 28804

Email: weddings@graceavl.com

Parish Office Manager:

Anne Spruance

828-254-1086

Wedding Couple:

Name: _____

email: _____ *phone:* _____

Address: _____

Name: _____

email: _____ *phone:* _____

Address: _____

Other Contact Person: (Parent or Business, phone and email): _____

Date of Wedding: _____ *Time: ** _____

Date of Rehearsal: _____ *Time: ** _____

**Schedule these events no later than 5:00 pm*

Name of Officiant: _____

Denomination (if not Episocopian): _____

Contact Information: _____

Booking your Wedding

Deposit: A 50% deposit is required. The deposit must accompany a signed copy of this Wedding Agreement and can be paid through our simplechurch platform, link provided by the wedding coordinator.

Confirmation: To indicate your acceptance and to confirm the above services, please sign and return with the required deposit. We also request a copy of the photographer agreement to be signed before the ceremony.

All services are considered tentative until a signed copy of this Wedding Agreement and the deposit are received. All services are booked on a first come, first served basis.

Final Payment: The remaining balance must be received 6 weeks prior to the wedding date.

Cancellation: Cancellation less than 90 days prior to the wedding date will result in forfeiture of the deposit. A \$250 fee will be retained from your deposit should you choose to cancel your booking more than 90 days from the wedding date.

Questions: If there are any questions concerning fees or scheduling, please contact the Wedding Coordinator.

Use of the Church:

Your use of the church on the wedding day is limited to 4 hours. We allow 1 hour for the rehearsal on the day before the wedding.

It is understood that during the rehearsal and wedding, there will be no serving or drinking of alcohol at or inside the church. The only exception is for wine used for the Communion Service.

Holy Communion: Can be provided by the Altar Guild, upon request.

Flowers: It is required that you have Altar Flowers on the two shelves behind the choir.

There will be no other flower arrangements in the chancel area.

1. If you use the flowers previously planned by our Flower Guild for the Sunday after your wedding, there is no charge.
2. Grace Episcopal has a relationship with Clement's Florist if you have specific flower requests. It is your responsibility to contact them and pay for the flowers, costs vary.
3. Please arrange for a time to have the flowers delivered to Grace Church on the Saturday morning of your wedding.
4. Window candles in glass globes can be rented from the Flower Guild for \$40. The candles will be placed in the windows by the Flower Guild.

Minister and Musician: are your responsibility. Please refer to Music Requirements found on page 5 of the Wedding Guidelines. Please provide contact information for your officiant on the previous page.

Wedding Guidelines: Please read these. If there are any **questions about any issues**, please contact the wedding coordinator.

Name Printed: _____

Signature (typed or signed): _____ Date: _____

Name Printed: _____

Signature (typed or signed): _____ Date: _____

Photographs and Videos

Photographs and Videos

We welcome professional photographers at Grace Church. However, a wedding is a sacred ceremony and we strive to uphold the dignity of the ceremony, as well as to avoid disruptions and distractions.

Therefore, your photographer should be aware of these limitations. Please give this information to the photographer well before the ceremony so they can bring the proper equipment to capture the best pictures possible. **We require the photographer/videographer to sign below, acknowledging that our rules will be respected, and photographer/videographer agrees to follow the rules.**

Rules for Photographer/Videographer

- Flash photos are only allowed as the couple enters the church, and as the couple leave the altar.
- During the ceremony: Non-flash photos may be taken from the rear of the Sanctuary, behind the last pew, or from the 3rd short pew on either side. You can reserve the 4th short pews, if needed. Photographers are not allowed to use the center aisle or side aisles during the ceremony. Nor are they to use the area in front of the pews. Drones are not allowed.
- Video Recording is permitted, only if out of view from wedding guests and no additional lighting is used. It must be set up ahead of time and not moved during the ceremony.
- Before and After the Ceremony: If you plan to do a "First Look", photos taken in the Sanctuary should be completed before guests begin arriving. Once the ceremony is over and the guests leave, photos may be taken in the Sanctuary for 30 minutes.

Wedding Guests are asked to not take photos during the ceremony, nor as the wedding party are entering or leaving.

By signing below, Photographer and/or Videographer agree to adhere to the rules stated above.

Signature

Date