

Grace Episcopal Church
924 Lake Street, Oak Park, Illinois 60301
708 – 386 – 8036

Wedding Coordinator: Alison Nelson 708-386-8036, ext. 35 or anelson572@aol.com

WEDDING/COMMITMENT CEREMONY INQUIRY FORM

Please fill out this form and return to the Church. Form must be signed at the bottom next to the X.
Your date will be held only after receipt of a non-refundable deposit of \$250 to Grace Church.

Bride/Partner 1: _____

Address: _____

City/State/Zip: _____

Phone: home _____ work _____ cell _____

Email: _____

Grace Parishioner? Y / N OR Home Church / Denomination: _____

Previously married? Y / N (this requires additional paperwork)

Groom/Partner 2: _____

Address: _____

City/State/Zip: _____

Phone: home _____ work _____ cell _____

Email: _____

Grace Parishioner? Y / N OR Home Church / Denomination: _____

Previously married? Y / N (this requires additional paperwork)

Clergy/Minister (officiant for wedding): _____

Denomination _____

Church: _____

Address: _____

City/State/Zip: _____

Phone: home _____ work _____

Email: _____

Main Wedding Contact: _____

Phone: home _____ work _____

Email: _____

Are you looking at other locations for your wedding? Y / N

GENERAL WEDDING INFORMATION:

Desired Wedding Date, Year & Time (tentative): _____

I/We agree to the fees, deadlines, terms and conditions set forth in the Information and Coordination Forms and detailed on page 2 of this form.

Signed X _____

Service Approved by Grace Clergy _____

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GRACE CHURCH CONTACT INFORMATION:

Alison Nelson, Wedding Coordinator
 708–386–8036 x. 35 or 708-366-7170
anelson572@aol.com

Grace Episcopal Church Website: www.graceoakpark.org

IMPORTANT DEADLINES:

Date of Wedding and Rehearsal finalized: UPON WRITTEN APPROVAL BY GRACE CHURCH CLERGY AND UPON RECEIPT OF \$250 DEPOSIT PAYABLE BY CHECK TO Grace Episcopal Church. No wedding will be officially added to the Grace Episcopal Church calendar without the required deposit.

Wedding Coordination Form (8 pages) Returned to Church: 6 WEEKS PRIOR TO WEDDING

Music Selections / Musicians finalized: 4 WEEKS PRIOR TO WEDDING

\$250 Deposit Due: UPON APPROVAL OF WEDDING DATE

Balance of Fees Due: 2 WEEKS PRIOR TO WEDDING. Fees must be payable by check to:

- Grace Church for balance of facilities use fee (minus deposit)
- Dr. Dennis Northway (or other appointed musician/s).
- Wedding Coordinator (Alison Nelson)
- Sound Coordinator or Chimer if used

<u>NON-MEMBERS or NON-PLEDGING MEMBERS</u>	<u>PLEDGING MEMBERS OF GRACE (Having pledged for 12 mos.)</u>
\$1000 facilities use fee	\$0 facilities use fee
\$75 Premises Cleaning fee	\$75 Premises Cleaning fee
\$250 Wedding Coordinator fee*	\$250 Wedding Coordinator fee*
\$150 Sound System fee (optional)	\$150 Sound System fee (optional)
\$250 Organist fee*	\$0 Organist fee (unless substitute organist is used)
\$250 Clergy fee*	\$0 Clergy fee (Donations to discretionary funds are accepted)
\$50 Chimer Fee (optional)	\$50 Chimer Fee (optional)
Soloist or other musician fees TBD	Soloist or other musician fees TBD

* for weddings scheduled on holiday weekends—Memorial Day, Independence Day, Labor Day, Columbus Day—the clergy, wedding coordinator and organist fees will be \$300.