

# Weddings at Urban Grace

Congratulations on your engagement and upcoming wedding! Thank you for thinking of Urban Grace as a place you would want to hold such a special occasion. Urban Grace offers a unique location within the downtown Tacoma community. It is also a historic building built in 1925. We hope we will be able to meet your needs and provide a wonderful start to your marriage.

Below are a few things to note about our church policies and wedding particulars. Please let us know if there are any questions.

## **Reserving the Date**

Please contact the Facility Manager to check on date and time availabilities. Dates are not confirmed until the wedding agreement is signed and a damage/security deposit has been received (deposit will be returned in full within two weeks after the event if no damage or other post-event fees incur). Payment in full is due 72 hours before the event.

## **Cancellation Policy**

If the wedding is cancelled less than three months before the scheduled date, the deposit will be forfeited. If the wedding is cancelled with less than 72 hours notice, the deposit and any additional payments made will not be refunded.

## **Our Facility**

Urban Grace offers many different combinations of rooms for your ceremony and reception. Below are the sizes of each room and their capacity. We invite you to make an appointment with our Facilities Coordinator and come look at the different rooms to see what is right for your wedding.

<u>Room</u>	<u>Capacity</u>	<u>Approximate Size</u>
Sanctuary	850	60' x 80' (not including stage)
Chapel	80	40' x 28'
Large Reception Hall	200 seated, 325 standing	64' x 64'
Small Reception Room	40 seated, 60 standing	21' x 50'

## **Pastoral Officials**

Our pastors are available to perform wedding ceremonies for an additional fee as scheduling permits. Meetings with your officiant prior to the wedding will be required of each couple as specified by officiant. Other officiants who are legal to perform weddings in the state of Washington are welcome to conduct weddings at Urban Grace.

## **License**

A valid Washington marriage license is necessary. Both parties must be present to obtain the license. Please plan to apply far enough in advance (Pierce County licenses must be obtained at least three days ahead of the ceremony and are good for 60 days). Please bring the license to the wedding rehearsal. The pastor cannot conduct a wedding without the license.

## **Facilities Manager and Event Hosts**

Our Facilities Manager will be your go-to person in your preparations. They will be your contact regarding the details of the ceremony, facility, etc. One of our experienced event hosts will be assigned to your wedding and their function is to welcome you as our guests and help you feel comfortable in our church home. Your event host will be available on-site throughout the duration of your wedding/reception and is available before your wedding for questions. This cost is included in the wedding package rates.

## **Music**

We do have a piano for use in both the Sanctuary and Chapel and a pipe organ in the Sanctuary. These instruments may be played by competent musicians that are familiar with them. Guest musicians are welcome to be a part of your ceremony.

### **Sound System**

Urban Grace can provide microphones and a full sound system in our sanctuary for recorded music and/or instruments. We do not allow anyone but our trained technicians to use our system. The Chapel can have a portable sound system brought in. Often the Chapel space does not need any additional amplification.

### **The Rehearsal**

Included in your wedding package pricing is a 1 hour rehearsal (depending on the package you choose). If the rehearsal needs to be longer, this will be counted as additional time. Please stress to your party the importance of being on time and make your plans keeping in mind that traffic can be unpredictable. All ceremony details should be worked out before the rehearsal. It is best to come to the rehearsal prepared with the order of entrance for family members, where the attendants will stand, and if there are children attendants arrange for an adult to assist them through the entire service.

### **Set up and Tear Down of Decorations**

You are welcome to decorate the ceremony space and reception hall as needed with as much time as you choose. All wedding packages are priced according to *total* amount of time needed, *including* set up and tear down/clean up. Glitter, confetti, rice, birdseed or helium balloons cannot be used anywhere in the building. Birdseed is allowed to be thrown outside if preferred.

### **Parking**

Because of our downtown location, parking can be a challenge at Urban Grace. Nearby lots are available for a fee and street parking is available but monitored to one or two hours or by parking meters (except on Sundays and after 4pm). We recommend that you encourage your wedding party and even your wedding guests to carpool as much as possible.

# Urban Grace Wedding Packages

Deposits for all weddings \$500 or under = \$75

Deposits for all weddings over \$500 = \$150

Spaces must be used in one block of time (i.e. 4-8pm) rather than split (i.e. 12-2pm and 4-6pm). All tear down and clean up must be finished and people out of the building no later than 11pm.

## Sanctuary Packages

- **4 Hour Wedding, Reception, & Rehearsal: \$2000**
  - 1 Hour Rehearsal Prior to Wedding (space set up can happen during this hour)
  - 4 hours exclusive use of Sanctuary, Large Reception Hall, Parlor, Bride's Rooms and Groom's Room (i.e. Library, Nursery, Chapel)
    - 4 hours must include time needed for set up, photography, ceremony, reception, and tear down
  - Sound Support and Equipment for 4 hours total for ceremony and rehearsal only
  - Event Host Included
- **6 Hour Wedding, Reception, & Rehearsal: \$2500**
  - 1 Hour Rehearsal Prior to Wedding (space set up can happen during this hour)
  - 6 hours exclusive use of Sanctuary, Large Reception Hall, Parlor, Bride's Rooms and Groom's Room (i.e. Library, Nursery, Chapel)
    - 7 hours must include time needed for set up, photography, ceremony, reception, and tear down
  - Sound Support and Equipment for 4 hours total for ceremony and rehearsal only
  - Event Host Included
- **8 Hour Wedding, Reception, & Rehearsal: \$3000**
  - 2 Hour Rehearsal Prior to Wedding (space set up can happen during these two hours)
  - 8 hours exclusive use of Sanctuary, Large Reception Hall, Parlor, Bride's Rooms and Groom's Room (i.e. Library, Nursery, Chapel)
    - 8 hours must include time needed for set up, photography, ceremony, reception, and tear down
  - Sound Support and Equipment for 4 hours total for ceremony and rehearsal only
  - Event Host Included

*\*Additional set up/tear down hours available at rate of \$175/hour for Sanctuary and/or Large Reception Hall. Additional hours can be added to blocks of time on day of wedding or to rehearsal time with a maximum of 10 hours in one day.*

*\*Please note Urban Grace congregants will receive a discount.*

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## Chapel Packages

- **4 Hour Wedding, Reception, & Rehearsal: \$875**
  - 1 Hour Rehearsal Prior to Wedding (space set up can happen during this hour)
  - 4 hours exclusive use of Chapel, Large or Small Reception Hall, Bride's Rooms and Groom's Room (i.e. Library and Nursery)
    - 4 hours must include time needed for set up, photography, ceremony, reception, and tear down
  - Event Host Included
- **6 Hour Wedding, Reception, & Rehearsal: \$1150**
  - 1 Hour Rehearsal Prior to Wedding (space set up can happen during this hour)
  - 6 hours exclusive use of Chapel, Large or Small Reception Hall, Bride's Rooms and Groom's Room (i.e. Library and Nursery)
    - 6 hours must include time needed for set up, photography, ceremony, reception, and tear down
  - Event Host Included
- **8 Hour Wedding, Reception, & Rehearsal: \$1450**
  - 2 Hour Rehearsal Prior to Wedding (space set up can happen during these hours)
  - 8 hours exclusive use of Chapel, Large or Small Reception Hall, Bride's Rooms and Groom's Room (i.e. Library and Nursery)
    - 8 hours must include time needed for set up, photography, ceremony, reception, and tear down
  - Event Host Included

*\*Additional set up/tear down hours available at rate of \$100/hour for Chapel and/or Large or Small Reception Hall. Additional hours can be added to blocks of time on day of wedding or to rehearsal time with a maximum of 10 hours in one day.*

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