

# Wedding Reservation Form

Grace Episcopal Church

123 West Washington, St.

Lexington, VA 24450

Email: [office@graceepiscopallexington.org](mailto:office@graceepiscopallexington.org)

**Office: 540-463-4981**

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**Couples Names:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**E-mail/Phone Number  
For Contact Person:** \_\_\_\_\_

**Date(s) of Building Use:** \_\_\_\_\_

**Room(s) being reserved:** \_\_\_\_\_

**Time of Building Use:** \_\_\_\_\_

**Set-Up Requirements:** \_\_\_\_\_

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**Fees required at time of reservation:**

- \$500.00 – Rental of church space
- \$150.00 - \$250.00 – Sexton
- \$300.00 – Grace Episcopal Organist (first right of refusal)
- \$50.00 – Organist for Friday Rehearsal (if wanted/needed)
- \$50.00 – Altar Guild

**Total**        \$ \_\_\_\_\_

**Agreement signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_