



## CATHEDRAL *of the* INCARNATION

EPISCOPAL DIOCESE OF LONG ISLAND



THIS AGREEMENT dated the \_\_\_\_\_ day of the month \_\_\_\_\_ in the year 20\_\_\_\_ between THE CATHEDRAL OF THE INCARNATION (“Cathedral”) having an address at 36 Cathedral Avenue, Garden City, New York 11530 and \_\_\_\_\_ (*name of spouse A*) and \_\_\_\_\_ (*name of spouse B*)(collectively, the “Couple”), having an address at \_\_\_\_\_.

WHEREAS, the Couple desire to hold their wedding ceremony in the Cathedral church; and

WHEREAS, Cathedral is willing to have said ceremony take place in the Cathedral church and provide the goods and services specified herein on the terms and conditions contained herein.

NOW, THEREFORE, Cathedral and Couple agree as follows:

1. FEES. The total fee to be paid by the Couple for the goods and services provided herein is \$5,000 (*\$3,500 if one of the Couple or a member of their immediate families is a member of the Cathedral who has contributed \$1,500 or more in the previous year*). The fee includes the use of the Cathedral church and the services of the Officiant, wedding verger, music director, and other internal staff as required, all of which are required and described herein. There shall be no reductions in the aforesaid fee even if certain of the goods or services are declined by the Couple.

Couple must pay 50% of the total fee as a deposit upon execution hereof to secure the date and time of the wedding. The balance of the fee is due 30 days before the wedding date. The deposit and the final payment are non-refundable once made, except in cases of *force majeure* (such as illness or death of one of the Couple). In such cases a refund will be authorized. The final determination of the existence of *force majeure* shall be made by the Dean of the Cathedral. A decision by the Couple not to proceed with the wedding is NOT considered *force majeure*. Payments may be made in cash, check, or credit/debit card. To make your payment with a credit or debit card, visit [www.incarnationgc.org/donate](http://www.incarnationgc.org/donate) and follow instructions to make a one-time donation, then select “Weddings” from the drop-down menu.

The fee includes building use for up to one hour of rehearsal and up to three hours on the day of the ceremony. Any additional time required will be billed at \$750 per hour. Additional time must be arranged at the time of deposit and included in the deposit fee. There is no discount for shorter ceremonies.

IF THE CEREMONY DOES NOT BEGIN WITHIN 30 MINUTES OF ITS SCHEDULED TIME, ABSENT REASONABLE CAUSE, THE OFFICIANT MAY, AT HIS/HER DISCRETION, CANCEL THE CEREMONY, IN WHICH CASE THERE SHALL BE NO REFUND OF FEES. SHOULD THE OFFICIANT AGREE TO PROCEED, ANY ADDITIONAL TIME REQUIRED BEYOND THE THREE HOURS SHALL BE BILLED AT \$750 PER HOUR.

## 2. OFFICIANT

The fee includes the services of one of the Cathedral clergy to attend the wedding rehearsal and preside at the ceremony. If you have a strong preference for one of our priests to perform the ceremony, please indicate that on your Wedding Inquiry Form.

Though the Cathedral clergy often officiate weddings here, we also have priests from across the Episcopal Diocese of Long Island officiate as well. If you wish to have another priest from within the Diocese officiate, please indicate that on your Wedding Inquiry Form so that any appropriate approvals may be obtained. If you would like to use an officiant from any Episcopal church outside the Episcopal Diocese of Long Island, they must be approved by the Dean.

We do host weddings from other Christian traditions if they are in communion with The Episcopal Church or as otherwise approved by the Dean. Please have your officiant call us at the Cathedral office for approval.

### 3. PRE-MARITAL COUNSELING

Pre-marital counseling is both a requirement of The Episcopal Church and a strong commitment on the part of the Cathedral clergy. If one of the Cathedral clergy is to be the officiant, his/her services for pre-marital counseling are included in the overall fee. A minimum of three pre-marital sessions will be held. If you are using your own officiant, they must provide this counseling or direct you to someone who can provide Pre-Marital Counseling. Evidence of completion of this requirement must be provided to the Cathedral office within fifteen (15) days of the scheduled date for the ceremony. There is no reduction in the overall fee if the Couple engage an outside provider of pre-marital counseling.

### 4. MARRIAGE LICENSE

The Couple must obtain the marriage license at their expense. It may be obtained from any county clerk's office in the state of New York. Both of you must be present to apply. The license is valid 24 hours after you obtain it and is effective for 60 days. Please give the license to your officiant to complete at the wedding rehearsal.

### 5. LITURGY AND BULLETINS

Planning the liturgy (service details) and wedding bulletins occurs under the direction of the Officiant and our music director. The cost of the foregoing is included in the overall fee.

### 6. MUSIC

Our music director will meet with you 30-60 days before your wedding to guide you in choosing music for the ceremony. One of our staff musicians will be available to play our historic pipe organ or our newly restored Steinway concert grand piano for your ceremony. The foregoing is included in the overall fee. We have soloists and instrumentalists who are also available for an additional fee. Our music director must be consulted and give consent if other musicians are to be invited. The music of the service is ultimately at the discretion of the Officiant, or if the officiant is not on the Cathedral staff, at the discretion of the Dean of the Cathedral.

### 7. WEDDING VERGER

Our wedding verger will be present to guide you through the wedding rehearsal and also on the day of the wedding. Our wedding verger has experience with many different styles of weddings here at the Cathedral and can help you and your wedding party with any questions you may have. The verger is not available to meet with you prior to the rehearsal. The services of the wedding verger are required.

### 8. FLOWERS

The Cathedral provides beautiful, fresh floral arrangements for our the altar vases on the day of your wedding. The flowers are included in the overall fee and obtained from Country Arts in Flowers who have experience arranging flowers for our weddings. **The flowers and vases must NOT be removed following the wedding.**

If you have a color preference other than white, please advise us at least two (2) weeks prior to the ceremony. Additional flowers can be arranged with Country Arts, with additional fees being paid directly to them.

Should you wish to arrange for additional flowers from alternate sources, please advise us at least two (2) weeks prior to the ceremony. The contents of such arrangements must be approved by the Cathedral staff. Should any such additional floral arrangements be permitted, they shall be paid for by the Couple and the overall fee shall not be reduced. Altar flowers must remain on the altar following your ceremony, even if you have used another florist.

9. ADDITIONAL DECORATIONS

If you would like candle stands and candles to line the aisle, this can be provided upon request made at least two (2) weeks prior to the ceremony for an additional charge.

Nothing may be affixed to cathedral furniture or walls with tape, tacks, or nails.

Both for safety, cleanliness, and aesthetic reasons, we do not allow the use of aisle runners, rice, flower petals, confetti, etc. inside or outside the cathedral.

10. PHOTOGRAPHY

We welcome your professional photographer to take photographs inside the cathedral during the three-hour time window we have allotted for your ceremony. Photos may be taken outside the cathedral at any time as long as it does not interfere with another service. Please make these arrangements with the cathedral office.

Your photographer must speak with our wedding verger 30 minutes prior to the ceremony to discuss our photography policies.

The use of flash photography is only permitted (by the photographer or members of the congregation) during the entering procession. During the service, only photography with a quiet shutter is permitted. The photographer is not permitted to be in the chancel or upper sanctuary during the ceremony. No photographs are to be taken during the wedding Eucharist (if part of the ceremony).

I have read and agree to the terms outlined in this contract (both spouses must sign):

Spouse One Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Spouse Two Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Wedding Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Wedding Time: \_\_\_\_\_

Approved by Cathedral:

Dated and sealed on: