

Wartburg College Chapel Wedding Reservation Form

Wedding Date: _____ Time: _____ AM/PM

Rehearsal Date: _____ Time: _____ AM/PM

Bride's Name _____ Year Graduated from Wartburg _____
(If applicable)

Address _____

Cell Phone _____ E-mail Address _____

Grooms Name _____ Year Graduated from Wartburg _____
(If applicable)

Address _____

Cell Phone _____ E-mail Address _____

Address after marriage _____

Officiating Pastor (no Justice of Peace) _____ Phone _____

Congregation where Pastor serves: _____ City _____

Musicians _____ Phone _____

Florist _____ Phone _____

Photographer _____ Phone _____

Number of expected guests _____ Total number of attendants _____

Location of the rehearsal dinner _____

Location of the reception _____

Sound System Info: We have a basic sound system with auxillary connections for devices (iPod, phone, etc.). Please check below what you will need for your wedding. We need to have this information one month in advance of your wedding so arrangements can be made:

- _____ Wireless Mic (4 available)
_____ Handheld Mic (Cordless)
_____ Aux connection (phone, iPod, etc.)

Notes:

Please complete this form and return it to:

Wartburg College Chapel
100 Wartburg Blvd.
Waverly, IA 50677

If you have any questions, contact:

Phone: (319) 352-8217
E-mail: slcm.office@wartburg.edu

Wedding fees need to be paid in full at least one month prior to your wedding.

Non-refundable deposit - \$50 (Required within 30 days of making reservation. Amount will be deducted from rental fee.)

Amount Paid: _____ Date Paid: _____ Check Number: _____

Wartburg Chapel Rental Fee: - (Fee includes use of downstairs dressing rooms, custodial and related services.)

_____ Current Wartburg students, faculty, and staff - \$100

_____ All others - \$250

Amount Paid: _____ Date Paid: _____ Check Number: _____

Chapel Commons Rental Fee:

_____ Wedding Reception - \$100

_____ Rehearsal Dinner - \$50

Amount Paid: _____ Date Paid: _____ Check Number: _____

Damage Deposit - \$100 (Please write a separate check. If no damages are incurred, check will be returned.)

Amount Paid: _____ Date Paid: _____ Check Number: _____

Wartburg Chapel Facilities Reservation Agreement

The Wartburg Chapel is a community worship space, and consequently, we encourage you to keep this in mind when using it. You will be asked to agree to the following policies and regulations of the Wartburg College Chapel.

- You will be responsible for any damages to the Wartburg Chapel facilities or equipment caused by the act, default, or negligence.
- You shall not use the facilities for any purpose other than the "Type of Event" as agreed upon by you and the Scheduling Administrator. You shall not use the facilities when Chapel or Worship Services are being held.
- You are to occupy only those rooms assigned and agreed upon, and all equipment must be arranged in advance.
- No items are to be removed from the altar.
- If candles or sand are placed on the altar, protective plastic must be placed in such a way as to protect the altar and paraments.
- No hand-held candles or candles/candelabras that are not protected by a base are allowed in the chapel.
- Pew clamps or fixtures must be padded to protect the wood.
- No items are to be placed on the piano in the chapel.
- You are not allowed to affix anything to the walls, floors, or ceiling with nails, staples, tape or any other substance unless advance approval has been granted by The Wartburg Chapel.
- You shall not move furnishings, equipment, or other items without approval and/or direction of the Scheduling Administrator or Head Custodial Engineer.
- Eating and drinking in the building are permitted only when previously arranged and in the approved designated areas. (No food or beverage is permitted in the sanctuary.)
- Smoking is not permitted in the building, including all entranceways and restrooms.
- Alcoholic beverages are not permitted in the chapel building or on the premises.

The undersigned authorized representative has seen and is in agreement to the above terms of this agreement.

Organization

Representative Signature

OUTSIDE ORGANIZATION RENTAL FEE:

Outside organizations will be charged \$100 to rent the Wartburg Chapel for recitals, or other music related events, to be approved first through the Chapel Office. Checks are to be made payable to "Wartburg College" and mailed to the Wartburg Chapel Office, 100 Wartburg Blvd., Waverly, IA 50677-0903.

AMOUNT DUE: \$ _____

AMOUNT PAID: \$ _____ Date Paid _____

BALANCE DUE: \$ _____ Check Number _____