

If your desired date is available it will be placed on hold and you will be asked to complete and submit the [Wedding Contract Information Form](#). Once this form is completed your official contract will be sent to you along with other important information.

This fee is separate from the wedding rate fees and is refundable if all chapel guidelines are followed, please see the [Wedding Reservation Policy \(pdf\)](#) for more information. Wedding fees are due at least six weeks prior to the wedding.

If you must cancel your reservation, please contact the Chapel as soon as possible. Although your deposit is non-refundable you may re-

If for any reason the chapel wedding coordinator must conduct your rehearsal, there is an additional \$50 fee that will be deducted from your \$200 deposit.

If you do not have a member of the clergy to officiate, the chapel office will be happy to supply you with a list of officiates.

If you would like to use University organist from the Eastman School of Music, please contact [Eastman School of Music Organ Department](#). The organist fees are payable directly to the organist four weeks prior to your event.

In addition to the organ, a baby grand piano is also available. Sanctuary is equipped with a sound system, and three microphones (a lapel, lectern, and handheld). You are welcome to provide your own musicians.

Please make it clear to your photographer and/or videographer that they have _____ prior to your ceremony to setup their equipment and must be out of the sanctuary by the end time stated in your contract. If you will be having pictures taken during the ceremony, please ask them to be as discreet and as unobtrusive as possible so as not to detract from this very special time.

Photographs may occasionally be taken of some events at the chapel by our staff. These photographs are used to promote future events. If you prefer not to be photographed, please notify your event coordinator prior to your ceremony.

Unity candles, drip less and battery-operated candles may be used on the altar table.

Due to time constraints receiving lines are not held at the chapel.

Alcohol is used for religious purposes only. Alcoholic beverages are _____ allowed in or around the chapel. Your \$200 reservation fee will be forfeited if this regulation is ignored.