

*This brochure is provided as a guide with basic information to begin planning your wedding in Wallace Memorial Chapel. Some of the most commonly asked questions are addressed here. Please be sure to read this brochure completely before proceeding further with your wedding plans involving Wallace Memorial Chapel.*

### **Scheduling of the Chapel**

Weddings are scheduled **on Saturdays only** at Westminster College and are not typically scheduled during holiday weekends or during term breaks (as reflected by the annual Westminster College Academic Calen-dar). Therefore, weddings will not be scheduled on any Saturdays involved in: Good Friday/ Easter, Baccalaureate/Graduation, Memorial Day, Homecoming, Thanksgiving, the month of July and mid-December through New Year's weekend. Any exceptions must be approved, and holiday rates will apply.

All weddings are scheduled through the **Office of Faith and Spirituality**, where a master schedule is kept of all Chapel functions. Weddings are scheduled on a first-come, first-served basis. "Hold Booking" means you have already reserved Wallace Memorial Chapel but no fees have been paid. If a request is received for the same date and time you have tentatively booked the facility, the Chapel Scheduling Coordinator will notify you immediately. You will then be given one week to send the reservation form, and the required fees to **confirm** your wedding date. If you do not send the fees within the requested time, your wedding date and time is not "confirmed" and will be open and made available for bookings.

Because of this procedure, we encourage all parties to forward the *Wedding and Rehearsal Request Form* **along with the reservation fee, security deposit and custodial fees as soon as possible after booking the Chapel.** Receipt of all four confirms your wedding and prevents the above situation from occurring.

A **security deposit of \$100 along with the required rental fee and custodial fee** is due to complete the con-firmation. Please make check payable to Westminster College. Full amount of the security deposit will be refunded if the wedding party complies with all Wallace Memorial Chapel guidelines.

**Wedding rehearsals** are allotted *60 minutes only the Friday evening before the wedding* and this time must be strictly observed. Rehearsal time options are 5:00 PM – 6:00 PM and 6:00 PM – 7:00 PM. Your one hour begins and ends at the time listed on your reservation form, which will be returned to you and serves as your deposit receipt. *Weddings are allotted three and one-half hours.* Wedding

time options are 10:00 AM – 1:30 PM with the ceremony beginning at 11:30 AM and 2:00 PM – 5:30 PM with the ceremony beginning at 3:30 PM. The time frame allows for decorating the Chapel in the first hour, followed by the prelude/guests arriving and then the ceremony. Wedding parties **must observe their scheduled times and not go beyond them** since the Chapel is needed for many different College and public functions immediately prior to and after the ceremony. If times are not closely followed, your security deposit will be forfeited.

A Wedding Custodian / Assistant will be assigned to your wedding and will be present during your rehearsal and the entire wedding ceremony. He or she will be available to assist you and answer any questions you may have.

Your wedding must be confirmed (as stated above) **no less than eight weeks before** the scheduled wedding date. Please be considerate enough to **cancel** the date and time you have arranged **if your wedding is not going to take place** at Westminster College.

### **Specifics About Wallace Memorial Chapel**

- A. *Sound system* - Available for recorded music using a CD player. If you need to use more than the pulpit microphone, and lavalier microphone for your clergy, then a sound operator will be assigned To monitor and operate the sound system. Two months prior to the wedding you will receive a form requesting the details for your sound needs and fees due. **There is a \$75.00 fee for the sound operator (\$150.00 holiday rate).**
- B. *Piano* - The Steinway grand piano is available for your use at no extra charge. Use of it must be requested ahead of time so that it may be placed in the proper area.
- C. *Organ* – The M. P. Möller Pipe Organ is available for your use. **You must use the college organist** by contacting the Music Coordinator of the Chapel and making arrangements with the organist. If for some reason the organist cannot play for your wedding, the organist will provide another organist and you will be notified of the change.
- D. *Seating capacity* - Total seating capacity: **568**
  1. Main floor - 308 consisting of 17 pews each side of center aisle and additional seating available on main floor in the wing behind organ.
  2. Back balcony - 132 in 8 pews.
  3. Balcony transepts - 128 in 12 pews on front upper sides (64 each side).

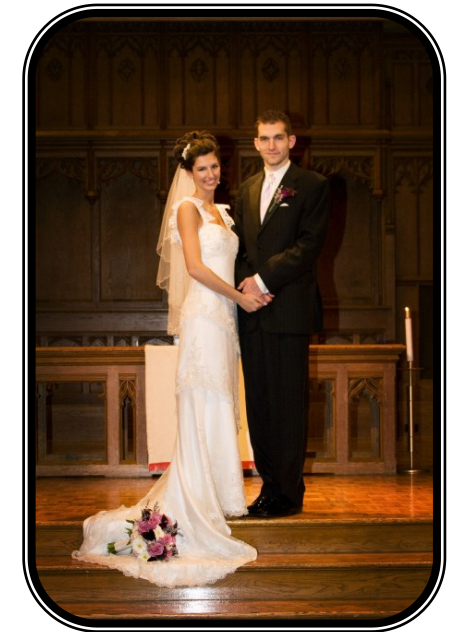
### *After the Wedding*

- **NOTHING** (rice, bird seed, flower petals, etc.) **may be DISTRIBUTED or THROWN inside or outside the Chapel.** May we suggest the use of bubbles, whistles or bells instead. A deduction from the security deposit may be taken if this rule is not followed.
- **Use of Wallace Memorial Chapel constitutes all participants' agreement to our policy of no smoking or alcohol in the entire building or other campus buildings, no food or drink in the Chapel, use of only dripless candles, no handheld candles of any kind, and the understanding that the Chapel should be left, after your use, in the condition in which you found it.**
- **We appreciate your care and concern for the beauty of Wallace Memorial Chapel.**



**WESTMINSTER COLLEGE**

# *A Guide to Weddings at*



*Founded 1852...New Wilmington, Pa.*

**Westminster College  
Office of Faith and Spirituality  
319 S. Market Street Box 66  
New Wilmington, PA 16172-0001  
(724) 946-7117**

[www.westminster.edu/campus/spiritual-life](http://www.westminster.edu/campus/spiritual-life)  
[gabriedl@westminster.edu](mailto:gabriedl@westminster.edu)

*Wallace  
Memorial  
Chapel*

- E. *Length of aisle* - Aisle is 3' wide x 53' long (from Chancel steps to last pew).
- F. *Chancel area* - 31' wide x 17' deep.
- G. Three (3) steps up to chancel area with a dividing 7.5' aisle between steps and first row pew.
- H. The Communion Table is 9' long
- I. Chapel is **not** air conditioned.

#### *Procedure for Scheduling a Wedding in Wallace Chapel*

- A. Complete the *Wedding and Rehearsal Request Form* obtained from the Office of Faith and Spirituality.
- B. Return the completed *Wedding and Rehearsal Request Form* with the appropriate fees as listed on the form. **Send this form and all payments to: Westminster College, Office of Faith and Spirituality, Box 66, New Wilmington, PA 16172-0001.**
- C. The Chapel is **officially confirmed only** when the *Wedding and Rehearsal Request Form*, signed by the Chapel Scheduling Coordinator and a receipt for fees paid are returned to you.

#### *Fees For Use of The Chapel*

##### **Category A: Cost \$300.00 (holiday rate: \$400.00)**

Westminster alumni and their dependents  
Currently enrolled students and their dependents  
Faculty, administration, staff and their dependents  
Emeriti from Westminster and their Dependents.

##### **Category B: Cost \$400.00 (holiday rate: \$500.00)**

Those who do not qualify in the above category.  
Holiday weekends with advanced approval.

##### **Custodial Fee: \$125.00 (holiday rate: \$250.00)**

This fee covers the cost of the custodian that is assigned to your wedding and will be available at your rehearsal and during your allotted wedding times.

##### **Security Deposit: \$100.00**

Deposit will be refunded following the wedding if none of the following items have occurred (ex. damage from candle wax drippings, re-moval of thrown items such as rose petals, rice or bird seed, exceeding allotted time(s), etc.) – if any of these incidents have occurred the security deposit will be forfeited.

##### **Checks for the above fees should be made payable to: Westminster College.**

*An additional fee of \$50.00 will be charged for each hour beyond the allotted 3 and one half hours.*

*A fee of \$25.00 will be charged for a returned check for non-sufficient funds.*

#### **Cancellation Fee Schedule:**

**2 weeks or less prior to wedding: All fees retained no refund**

**2 to 8 weeks prior to wedding: \$150.00**

**8 weeks to 6 months prior to wedding: \$75.00**

**6 months or more prior to wedding: \$50.00**

The amount will be taken from the reservation fee. Please be considerate and notify the Office of Faith and Spirituality as soon as possible if you must cancel.

The above fees include rental of the Chapel itself, a one-hour rehearsal, any classrooms set aside for last minute preparation, and use of worship equipment. Sound Operator and Organist fees are additional.

The Chapel rental fee **does not include** costs associated with the clergy, organist, soloists or other musical groups, or anything else not stated.

#### *Additional expenses made Payable as directed and sent to the Office of Faith and Spirituality – 2 months prior to wedding.*

##### **Organist/Pianist: \$200.00 (holiday rate: \$400.00)**

This is the honorarium for the assigned College organist who will play the organ for your wedding. Only college organists are permitted to play the Chapel organ.

##### **Carilloner: \$150.00 (holiday rate: \$300.00)**

You may also make arrangements to have the 35-bell Armington carillon played preceding or following the ceremony. This arrangement should be made with the assigned organist.

##### **Sound System Operator: \$75.00 (holiday rate: \$150.00)**

This fee covers the cost for the sound system operator who will be operating and setting up the microphones, CD or any other component of the sound system that will need operated during your wedding.

##### **Chapel Wedding Set Up Fee: \$25.00 (holiday rate: \$50.00)**

This fee is for tearing down and restoring the Chapel for regular worship services before and after the wedding service, not related to the regular custodial clean-up duties.

**The above fees are not to be paid at the same time as the reservation fee.** The Chapel Scheduling Coordinator will contact you **two months** before the wedding concerning these additional expenses. **Please submit checks made payable as directed at that time to the Office of Faith and Spirituality, Box 66, Westminster College, New Wilmington, PA 16172-0001.** *These checks will not be made payable to Westminster College, but to the individuals performing the services requested.*

#### *Additional Information and Expenses to You*

##### **A. Clergy**

- Westminster does not provide a member of the clergy to officiate. Please notify the Chapel Scheduling Coordinator of your choice so that courtesies and assistance from the Office of Faith and Spirituality may be extended to the visiting clergy person (provide name, address and phone number on the reservation form). *Justice of the Peace is not permitted.* Pre-wedding counseling sessions are the responsibility of you and your chosen clergy. **Suggested honorarium for the clergy is \$300.00.**

##### **B. Florist/Decorating**

- Decorating is the responsibility of the couple through the florist of your choice. Special care (protective plastic, holders, etc.) must be used if decorations are placed on the communion table. Flowers, etc. may be placed on the recessed ledge behind the communion table or on floor stands at appropriate places.
- ***Use of tape, staples, and hot glue are not allowed.***
- Decorations for the end of the pews may be secured with large rubber bands or pipe cleaners.
- It is the complete responsibility of the wedding party to return all rented/borrowed items immediately following the wedding ceremony, as well as removal of decorations and flowers. Westminster College is not responsible for the returning or storage of rented/borrowed items.

##### **C. Candles**

Candles, matches, candle lighters and snuffers, etc. are **not** provided by the College.

- **Two candelabras** are available for your use at the College. Each candelabrum uses *seven candles*, which may be obtained from your florist or other sources. **Only dripleless candles are permitted.** *Any damage to the carpet or wood in the Chapel caused by non-dripleless candles will be charged to you.*
- **You** must provide individual and **unity candles** and all holders for such. If candles are used on the communion table, they **must also be dripleless.** The College will provide a protective pad for the table.
- **Pew candelabra** are *not permitted* (due to the narrowness of the aisle and pews).
- **NO hand-held candles** are permitted.

##### **D. Music**

- The College will provide an organist/pianist; however it is your responsibility to contact the Music Coordinator to make arrangements for securing the date, time and mu-sic. Since most organists/pianists have weekend duties at churches, it is advisable to call the assigned organist/pianist ASAP to be sure your date and time gets scheduled. **Honorarium for the organist is \$200.00 (\$400.00 holiday rate) and is payable two months prior to your wedding date.**
- You may also make arrangements to have the 35-bell Armington carillon played preceding or following the ceremony. **An additional fee of \$150.00** (\$100.00 if also serving as organist/pianist) **(\$300.00 holiday rate)** is charged for this service, and this arrangement should be made with the assigned organist.

##### **E. Photographer**

- The wedding ceremony is a worship experience. Flash cameras blind the clergy and the organist and *therefore are not recommended once the ceremony begins*, but may be used during the processional and recessional.
- Videotaping is allowed using stationary cameras. However, spotlights/strobe lights/flash may **not** be used.

#### *Other Pertinent Information*

The following equipment is available for your use at *no* additional expense:

- Screen for the Narthex - White, rattan, folding screen used to shield the bridal party from sight immediately prior to the processional.
- Classrooms - Are available for both the bride and groom's party for last minute preparation. These rooms do not have mirrors, however restrooms are available.
- Kneelers (2) for use during the service.