



## ***Wedding Information-***

### **PAYMENT FEE SCHEDULE**

Eliot Chapel Wedding Fees are **\$1,500.00**. This includes a non-refundable down payment of **\$250.00** (due along with a signed contract in order to reserve the chapel and minister); and a refundable security deposit of **\$100.00** that will be returned to you the week after the ceremony, less any additional fees. Any balance owed on wedding ceremonies is due **one month** prior to the wedding date.

Fees include:

- Sanctuary for 1 hour rehearsal
- Sanctuary for 3 hours the day of the wedding, additional \$50.00 per hour over
- Sexton- for 4 hours, \$30.00 each additional hour
- Room for bride and bridesmaids
- Two flower pedestals\*
- Guest book stand\*

*\*Available only upon request.*

(Room for Groom and Groomsmen is an additional \$50.00)

### **REHEARSAL**

1. Rehearsals may be scheduled 1 to 2 days prior to ceremony, and will be held to 1 hour only.
2. The rehearsal is only for those who will be participating in the wedding ceremony (i.e., bride, groom, attendants, flower girl, ring bearer, parents of wedding couple, grandparents of wedding couple, readers, ushers, soloists, musicians).
3. The marriage license should be brought to the rehearsal.

### **CEREMONY**

1. Weddings may be scheduled from 10 am through 6 pm, weekdays and Saturdays.
2. Sanctuary is reserved for a 3-hour period, and doors will not be opened until the contracted time. If the time allotted exceeds the 3-hour limit, a fee of \$50.00 per hour is required.
3. The specific nature of the ceremony – vows, readings, music, etc. – would be determined by the bride and groom with the officiant, There is an additional fee for an Eliot affiliated clergy, price to be determined by that officiant. Outside officiants are welcome and at the cost to the bride and groom.

## MUSIC

### RENTER MUST INFORM THE OFFICE OF THEIR MUSIC PLANS.

Renters are encouraged to use whatever music is most meaningful to them. Musicians are not restricted to Eliot staff, but audio technicians are. Qualified outside musicians are welcome to play the Martin Ott organ or Steinway piano.

Use of our small baroque - style pipe organ must be scheduled in time to make sure it is in working order, in tune and to allow the organist to be informed of how our organ works. **PLEASE INCLUDE THE OUTSIDE ORGANIST'S CONTACT INFORMATION.** A \$100 tuning fee for the organ may be charged to the renter, if necessary.

The Steinway piano is currently tuned at least 4 times a year. If renter requests tuning, an additional \$100 charge will be added to the fees if there is adequate time to schedule. No tuning of the organ or piano will be allowed except by order of Eliot Chapel. Nothing is to be set ON the piano or the organ besides music, especially not candles and vases of flowers.

Eliot Chapel may supply a pianist or organist in which case, their fee is to be paid directly to musician. The wedding service fee for a musician is \$250.00. This includes consultation and wedding rehearsal.

If a soloist, (voice, flute, violin, etc.) needs an additional rehearsal with musician prior to wedding, fee is an additional \$50.00 (paid directly to musician).

Musicians reserve the right to waive the fee at their discretion.

If an additional soloist or other musicians or singers are desired, Eliot may assist with booking, and the musician's fees are to be paid directly to said musician.

If recorded music is desired to be played at the event, the renter must provide CD, tape or iPod to be played back by Eliot's audio tech (additional fee, see below)

Note: Eliot's sound system will NOT playback CD-RWs. Only CD-Rs. Recordings should be brought to the wedding rehearsal.

To discuss music at your event, please contact Eliot's Music Director, Jan Chamberlin  
314-662-2947 or [music@eliotchapel.org](mailto:music@eliotchapel.org).

### Audio Tech:

Fee is \$75.00 and paid directly to the technician.

Audio system including pulpit mic, cord or cordless microphones, audio playback of CDs (Eliot's sound system will not play CD-RWs, only CD-Rs) or iPod.  
(this includes set up and monitoring at rehearsal and wedding)

**Renter provides all recordings.** Technician fades sound in and out as needed for the service.

### DECORATIONS

- You are responsible for flowers and other decorations for your wedding within the sanctuary. **No real flower petals may be scattered down the aisle or in the church.** Flower arrangements and decorations are permitted **90 minutes** before the ceremony.
- Do not drop or throw rice, birdseed, or any form of confetti inside or outside the chapel.
- Glitter **may not** be used anywhere on the premises or be worn on any clothing.
- Candles may be used **only** on the chancel, however the carpeting must be protected.
- Do not use tape, nails, tacks, or "stickum" anywhere in the sanctuary
  
- Two flower pedestals, a unity candleholder and stand, and a guest bookstand are often available for use upon request.

### PHOTOGRAPHY & VIDEOGRAPHY

1. The photographer may take pictures before and after the service outside or in the sanctuary.
2. All photos must be completed by the end of the contracted time.
3. Pictures with flash are permitted during both the processional and recessional portion of the ceremony. It is not unusual for participants to stop for a brief pose as they enter.
4. Flash pictures **are not** allowed during the actual service due to their disruptive nature, unless prior permission is obtained from the minister.
5. Video cameras may be used if they are not used in a disruptive manner. Any camera in the chancel area should be mounted on a tripod that is not moved during the service. It should be unmanned and be able to function with remote control.
6. Photographers **are not** permitted in the chancel area.
7. The photographer may not stand on the furniture or place equipment on the furnishings. The photographer will be held financially responsible for damage.

## **CLEAN UP**

All equipment, floral arrangements, or decorations (both inside and outside the chapel) and personal items brought into Eliot Chapel must be removed by the end of the contracted time. In the unusual event that you need to store equipment temporarily, arrangements must be made in advance.

We ask that you assign someone the task of making sure all trash is put into its appropriate location.

## **ALCOHOL, SMOKING, OR FOOD ON PREMISES**

**No** beer, wine, or hard liquor is to be brought on the premises (chapel buildings, sanctuary, and chapel grounds outside including the parking lots). Smoking anywhere in the chapel buildings is prohibited.

**No food or drink is allowed in the sanctuary.**

## **HANDICAP & PARKING**

There are handicap parking spaces located in the back parking lot. There is a ramp to the entrance of the back of the chapel building located near these parking spaces. There is another ramp available for access into the sanctuary main floor.

All guests **must** enter through the red front doors on Taylor Ave. They may park in the back parking lots, on the north side of Argonne Ave., north side of Madison Ave., west side of Taylor Ave. or in the parking lots by the Farmer's Market.

## **OTHER ITEMS**

Children must be supervised at all times.

Bubbles may be blown outside the chapel on the front walkway or bells may be rung.

**No** sparklers are allowed.