



Wedding Reservation Request for Use of Chapel Facility Wisconsin Lutheran Chapel and Student Center — Madison

The two will become one. Matthew 19:5

Date and Time of Wedding: _____

Bride:

First name Middle Name Last name

Address

City State Zip

Home Phone (____) _____

Work Phone (____) _____

Cell Phone (____) _____

E-mail _____

Date and Time of Rehearsal: _____

Groom:

First name Middle Name Last name

Address

City State Zip

Home Phone (____) _____

Work Phone (____) _____

Cell Phone (____) _____

E-mail _____



Officiant:

Please remember to pay your Pastor.

Officiating WELS or ELS Pastor _____

Officiating Pastor's Church _____

Church Name

City State



Music:

The officiating pastor must approve all your musicians *and* music. Since a wedding is a worship service, all the music must be Christian (not secular). **It is your responsibility to pay your musicians/vocalists.**



Size of Wedding:

Total number in the wedding party *including* bride and groom _____

Total number you estimate will be attending the wedding? _____

Chapel Sanctuary Seating is 230.

'To Know Jesus Christ and to Make Him Known on Campus'



Wedding Reservation Request for Use of Chapel Facility Wisconsin Lutheran Chapel and Student Center — Madison

The two will become one. Matthew 19:5



Security and Contract Deposit:

In order for the requested space to be reserved for your event date and time, the Chapel must receive a **\$750.00 security deposit 60 days before your wedding**. The deposit covers property damage and holds your reservation for use of the facility during your event. All or a portion of the deposit will be refunded when property assessment is satisfied after your event. Chapel may retain some or all of the security deposit to pay for damages to the Chapel caused by you or your guests, ordinary wear and tear excluded. If any portion of the deposit is withheld, Chapel will provide an accompanying itemized statement describing any damage with the cost or estimated cost of repair or replacement and accounting for any amount withheld. Retention of all or part of the security deposit shall not limit Chapel's right to pursue the recovery of damages from you and/or your guests if the actual cost to repair or replace the damage exceeds the security deposit.



Parking—Access Card Deposit:

Our secure underground climate-controlled parking garage accommodates up to 20 cars for your wedding. Access to the garage is provided by access cards only. There is a \$10 deposit, refundable upon return, per access card. Maximum of 20 access cards can be requested. Please contact Carol Trapp at carol.trapp@WLChapel.org with any wedding parking questions.



Facility Fee:

For Chapel community/alumni: \$500 For Non-Chapel community: \$1100

For private wedding fee contact us

The facility fee covers the costs of: the use of the facility, HVAC, a wedding hostess to assist you, parking, AV technician, staff and janitorial services.

We do NOT offer videotaping or live streaming services for weddings.



Deposits and Fee Payment:

Your Security and Contract Deposit, Access Card Deposit, and Facility Fee are due no later than 60 days before your wedding day.

Your due date is: ___/___/___.

Make check payable to "Wisconsin Lutheran Chapel" and send or bring to the address below.

Security and Contract Deposit: \$750.00

Access Card Deposit \$10 X ___ cards: _____

Facility Fee: _____

Total: \$ _____

Signed: _____

Date: _____



Wisconsin Lutheran Chapel and Student Center

220 W Gilman St
Madison, WI 53703-1810

Phone: 608-257-1969
Fax: 608-257-2965

www.WLChapel.org