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

The two will become one. Matthew 19:5

<table>
<thead>
<tr>
<th>Date and Time of Wedding: ___________</th>
<th>Date and Time of Rehearsal: ___________</th>
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<tr>
<td>Bride:</td>
<td>Groom:</td>
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<td>First name</td>
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Please remember to pay your Pastor.

Officiant:

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'

Updated 07/12/2019     Questions? Contact Rachel at rachelh@wlchapel.org
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 Rachel Heyn at rachelh@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