



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

Cell Phone (_____) _____

E-mail _____

Date and Time of Rehearsal:

Groom:

First name Middle Name Last name

Address

City State Zip

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'



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Facility Fee:

For Chapel Community/Alumni: \$500

For Non-Chapel Community: \$1000

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.



Security and Contract Deposit

In order for the requested space to be reserved for your event date and time, the Chapel will hold a \$500.00 security deposit 60 days before your wedding. The deposit covers property damage and holds your reservation for use of the facility during your event. 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 amount of money is demanded, 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.



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.

Facility Fee

Security Deposit \$500.00

Access Card Deposit \$10 X ___ cards: _____

Total: \$ _____

Signed: _____

Date: _____

Following the wedding, deposit to be returned to: Name _____

Address _____



Wisconsin Lutheran Chapel and Student Center

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Madison, WI 53703-1810

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Fax: 608-257-2965

www.wlchapel.org