

## **Caldwell Chapel Frequently Asked Questions**

### **What is the Capacity of Caldwell Chapel?**

The Chapel will seat **300** people.

### **What is the Length of the aisle?**

The aisle is **72'** long.

### **How many pews are on each side of the aisle?**

There are **(20)** pews on each side of the aisle.

### **Is there an organ or piano?**

The existing pipe organ and piano is available for your use. The Lessee is responsible for obtaining all musicians.

### **Is there a public address system?**

We provide **(3)** microphones for your use, a lapel microphone for your minister, a soloist microphone and a lectern microphone. If you wish to use taped music or CD's you must provide your own sound system. Equipment supplied by the Lessee **may not** be plugged into the Seminary's sound system.

### **Do you provide a dressing room for the bride and her attendants?**

Yes, ceremony participants may access Fellowship Hall located in the lower level of Caldwell Chapel for dressing.

### **Do you provide candles or candelabras?**

No, Lessee's are responsible for obtaining all rental equipment necessary for the ceremony. Please note, **No open flame** is permitted, all candles (e.g. unity, pew, candelabras, lanterns, hurricanes, votive cup, or etc.) used in the facility must be of the **flameless flickering battery operated type**.

### **Marriage Officiate?**

Choosing who performs your ceremony and making arrangements with that person is the Lessee's responsibility. Weddings must be performed by a Kentucky registered minister/clergy. In addition, the Lessee must obtain a Kentucky state marriage license. Marriage counseling is at the discretion of the couple and their chosen officiate.

### **Do you have to be Presbyterian to have a wedding in Caldwell Chapel?**

No. Caldwell Chapel welcomes all denominations and faiths.

**Does the Chapel rental include an Event Coordinator?** No, however a Seminary Representative will be on site for the duration of your rehearsal and wedding ceremony to unlock and secure the building, handle lighting and oversee setup and cleanup after the event.

### **Rental hours?**

The rental period consists of **five hours**, which includes one hour for rehearsal the night before, two hours for setup and two hours for the ceremony and cleanup. Saturday weddings are scheduled to begin no later than **2:00 p.m.** for the morning session and no earlier than **6:00 p.m.** for the evening session.

**When are Wedding Rehearsals scheduled?**

Rehearsals are scheduled the night before the event date between the hours of 5:00 p.m. – 6:00 p.m. and 6:00 p.m. – 7:00 p.m.

**What time may my Florist, Photographer, Organist and Minister arrive?**

All deliveries, setup, decorating, takedown, and cleanup must be completed within the allotted time set forth in the Lease Agreement.

**Can the wedding party arrive prior to the scheduled Rental Time?**

No, buildings will not be open and accessible until your designated setup time is scheduled to begin as set forth in the Lease Agreement. All decorating, dressing, make-up/hair, photographing, organ/piano practice, lighting, or sound checks must be completed in the allotted time set forth in the Lease Agreement.

**May we take pictures on the exterior grounds of Gardencourt?**

Yes, if you have rented Gardencourt or make prior arrangements with the Marketing & Special Events Office. Please keep in mind, due to rental schedules it is not always possible to allow access to the grounds for pictures if you have not rented Gardencourt.

**Can we go over our allotted rental hours?**

No, due to our rental schedule, it's not possible. Please keep in mind that you will be billed for any additional time over your allotted hours at the hourly rate of \$100.00 per hour, which will be retained from your damage deposit.

**May we relocate the furniture located on the Chancel area?**

Furniture may not be removed from the Chancel area however, it may be rearranged. Upon completion of the event, Lessee is responsible for returning furniture back to its original location.

**Can we provide food or drink in the Chapel?**

The Chapel is a place of worship therefore, food, drinking, use of alcohol and/or smoking is not permitted.

**Does the Chapel provide a Wedding Coordinator?**

No, however a Seminary Representative will be on site to unlock and secure the building, handle lighting and oversee setup and cleanup after the event.

**Who is responsible for Cleanup after the Wedding?**

The Lessee is responsible for making arrangements to have all decorations and/or rental equipment removed immediately following the ceremony. Rental equipment designated for later pickup will need to be moved by the Lessee and/or their representative to a designated location for pickup within 24 hours after the event. Prior arrangements must be made in advance to store equipment after an event.

**Can we toss Birdseed/Rice/Rose Petals?**

Birdseed may be tossed at the departing couple. The tossing of birdseed is to be done **outdoors only** within the quadrangle area. **No** tossing of **rice** or **rose petals** is permitted during or after the ceremony.