

CHARLES EZRA DANIEL MEMORIAL CHAPEL

FURMAN UNIVERSITY

3300 Poinsett Highway • Greenville, SC 29613

Tel.: 864-294-2390 • Fax: 864-294-3109 • E-mail: younts@furman.edu

Welcome to the Charles Ezra Daniel Memorial Chapel at Furman University! We are happy that you are considering using the chapel for your wedding ceremony. The policies for use of the chapel follow; you may wish to read them carefully and discuss them with your family, your wedding director and our staff before making your decision to use this beautiful facility. Understand that these policies are in place to ensure that your wedding goes well and that others who follow you in the chapel have the same, high-quality experience you expect.

CLIENT (Responsible Party):

E-mail:

Phone Number:

Address:

Bride/Spouse:

Present address:

Phone:

E-mail:

Groom/Spouse:

Present address:

Phone:

E-mail:

Couple's New Address:

Ceremony Information

Relationship to Furman:

Alumni Class of:

Chapel Wedding Date:

(ceremony must be within one of the wedding time blocks below)

Ceremony time:

SATURDAY BLOCKS

(Please select only one set of times)

3:30-4:30 PM rehearsal (Friday), 8:00 AM – 11:00 AM ceremony block (Sat.)

5:00-6:00 PM rehearsal (Friday), 12:00 PM – 4:00 PM ceremony block (Sat.)

6:30-7:30 PM rehearsal (Friday), 5:00 PM – 9:00 PM ceremony block (Sat.)

SUNDAY BLOCKS

Wedding time block:

____ - ____ AM/PM rehearsal (____), 12:00 PM – 4:00 PM ceremony block (Sun.)

____ - ____ AM/PM rehearsal (____), 5:00 PM – 9:00 PM ceremony block (Sun.)

**RARITY ONLY AVAILABLE DUE TO ATHLETIC/ACADEMIC CALENDAR CONFLICTS--PRIOR APPROVAL REQUIRED **

Approved by:

CUSTOM BLOCK:

____ - ____ AM/PM rehearsal (____), ____ - ____ AM/PM ceremony block (____)

This contract is entered into between the above-named CLIENT and Furman University (Furman); the Director of Auxiliary Services or her designee shall be Furman's sole agent with regard to the administration and enforcement of this contract. The terms "You", "Your", and "Yours" refer to client and the spouses-to-be whose wedding is covered by this contract.

Booking Policies

1. Reservations for the Daniel Memorial Chapel will be confirmed on a first-come, first-served basis as we receive signed contracts with payments. No dates will be held or penciled in. Payments may be made using a major credit card, check or cash.
2. Weddings may be scheduled up to 24 months in advance if you wish to reserve both the chapel (for your ceremony) and the Younts Conference Center for your reception.
3. If only one of these facilities is desired, the Furman family – faculty, staff, administration, trustees, board members, alumni, benefactors and members of their immediate families – has first preference and may schedule wedding dates in the chapel up to 18 months in advance.
4. Families not connected to Furman may schedule wedding events in the chapel 12 months prior to the wedding date. The Younts Center may be scheduled at any time.
5. Wedding ceremonies are booked in the chapel according to specific time blocks designated by the Office of Conference and Event Services based on the university's academic and athletic calendars.
6. CLIENT must select one four-hour* block with its associated one hour rehearsal period; because two weddings may use the chapel space on a given day, these time periods are fixed. CLIENTS desiring additional time in the chapel may rent both blocks of time, if available, at the full standard rate.

**Please note: Depending on date preference a full four-hour time block may not be feasible. We reserve the right to truncate a time block.*

Fee Policies

1. The fees associated with the Daniel Memorial Chapel cover:
 - a. Rental of the chapel for a four-hour period for setup, arrival of guests, ceremony, post-ceremony photographs and load out/cleanup.
 - b. An additional one-hour rehearsal in the chapel.
 - c. Regular custodial fees.
 - d. Provision (by Furman) of a sound technician for your ceremony.
2. The standard rental rate for the Daniel Memorial Chapel is \$1,400 for time blocks beginning in the morning (not available on weekdays or Sundays) and \$1,600 for time blocks beginning in the afternoon or evening; a \$500 refundable deposit is also due, along with the full rental amount, to reserve the chapel.
3. The rental rate is discounted to \$850 for morning time blocks (not available on weekdays or Sundays) and \$1,000 for afternoon/evening time blocks if the bride/groom are current Furman employees, children of current employees, Furman alumni (persons with a Furman undergraduate and/or graduate degree), and the children and grandchildren of alumni; a \$500 refundable deposit is also due, along with the full rental amount, for these Furman-affiliated people to reserve the chapel. Siblings, extended family, members of the wedding party or friends of the bride/groom do not receive a discounted rate even if they are paying for the rental if the bride/groom does not qualify under the above specifications.

General Policies for Use of Daniel Chapel

We know how much you will appreciate finding the facilities at Furman in the clean and usable condition you would expect for your wedding. Recognizing this, we ask that you take great care to ensure that everything you do in the chapel will leave it in the condition you found it.

1. The use of a Furman wedding director is mandatory. The minimum fee for a director is \$300; the director will:
 - a. Ensure that wedding plans are consistent with university and chapel policies.
 - b. Arrange for and best utilize chapel facilities.
 - c. Direct the rehearsal, wedding and (by arrangement with the wedding party), the reception.
2. In the case of any discrepancy between the CLIENT, vendors or any other member associated with the wedding, the Furman approved wedding director will make the final decision.
3. The CLIENT is responsible for contacting and securing a wedding director from the list. Wedding directors must be secured within 60 days from the date that the Chapel reservation is submitted. Once a wedding director is secured, the office of Conference & Event Services must be contacted to update your file.
4. Food and drink are only allowed in the Bryan Garden Room and kitchen. No food or drink are allowed in the sanctuary, Puckett Bride's Room, or conference rooms at any time. All paper products and other disposable items from the wedding must be placed in the appropriate receptacles.
6. Due to fire code regulations, the stove in the Daniel Chapel kitchen is not available for wedding use.
7. The chapel and its grounds are smoke- and alcohol-free.
8. The Johanne and Buddy Puckett Bride's Room is available as the bride and bridesmaids' dressing room. A conference room in the chapel is available for use by the groom and groomsmen. Both rooms must be requested for use at the time of booking to guarantee the space.
9. The CLIENT is responsible for any lost, stolen, or damaged property.
10. For safety reasons, nothing shall be thrown (e.g., rice or birdseed) inside, on the porch or on the steps of the chapel. Use of sparklers or any pyrotechnics are not permitted inside or outside the chapel. No aisle or floor runners (whether cloth or carpet) may be used at the chapel.
11. All furnishings and fixtures in Daniel Chapel (e.g., the piano, altarware and hymnals, bibles and other books in the pew racks) are considered permanent. Any movement of furniture or equipment in the chapel must be approved in advance and in writing. The pulpits are permanent and cannot be moved.
12. Weddings in the chapel are sacred and must be in keeping with the laws of the state of South Carolina. The practices of the wedding service will be subject to the officiating cleric's denomination/faith tradition; however, the guidelines for the chapel must be observed and supersede conflicting practices.
13. There are a number of venues at Furman that can accommodate civil or secular wedding ceremonies; however, all weddings in Daniel Chapel must be religious ceremonies officiated by ordained clergy. The event coordinators at the Younts Conference Center (864-294-2390) can provide a list of other available wedding locations on campus.
14. Sand ceremonies are not permitted in the Daniel Chapel.
15. The chapel's maximum seating capacity is 352; this capacity may not be exceeded.

Wedding Music Policies in Daniel Chapel

Daniel Chapel is a place for **sacred** weddings. For purposes of this policy, sacred wedding ceremonies may include live sacred and/or classical music, both vocal and instrumental. While solo vocal music and organ works are the norms, other types of music are frequently used, including congregational hymns and responses, solo instruments and small ensembles as well. The body of appropriate sacred literature for voice and instruments is extensive and varied; making effective use of it requires both good, professional advice and careful planning.

Daniel Chapel is a large and acoustically-live space; performing well in such a space can be quite challenging. Because of this challenge, it is recommended that Furman's music coordinators assist you in referral of obtaining outstanding vocal and instrumental performers the use of vocalists and instrumentalists. Furman is home to one of the Southeast's most prestigious music and to the remarkable Hartness Organ, Opus 121 of C.B. Fisk, Inc. This instrument, one of the finest in the country, helps make the chapel a stunning setting for weddings.

Consequently, we can offer you access to some of the South's – and the nation's – most talented student and faculty musicians. In addition, Furman has strong ties to the Greenville and Upstate musical communities, including a number of vocalists and instrumentalists who have prestigious reputations in performance. These performers, whether professionals or students, are experienced in performing in Daniel Chapel.

The names of these coordinators and their contact information may be obtained from your wedding director. Requests for instrumentalists and vocalists other than those included on the official lists should also be directed to your Furman wedding director.

1. Absolutely NO secular music is allowed to be performed in the chapel.
2. All music used in chapel weddings must be performed live. Recorded music, including accompaniment for live performers, is not permitted.
3. To protect the floor and furnishings of the chapel, the use of musical equipment such as amplifiers, speakers, drum sets, and digital keyboards will not be permitted.
4. The CLIENT may ask that a Furman music coordinator obtain a soloist or an ensemble for them.
5. The CLIENT may obtain the musicians themselves. In such cases, contracts and fees will be negotiated by the CLIENT and the musician(s), and the CLIENT will pay the musician(s) directly.
6. All musicians whose services have been arranged through Furman's music coordinators are paid by Furman; therefore, each must have a W9 form on file with the University.
7. Professor Charles Tompkins coordinates all requests for organ music at weddings in Daniel Chapel, and assigns a Furman-authorized organist to play for each wedding. He will also approve or reject requests for organists who are not on the Furman authorized organists list.
8. In extremely rare cases (such as when a family member is a professional organist), Professor Tompkins may approve use of the Hartness Organ by a person proposed by the CLIENT. Only organists approved by Professor Tompkins may play the Hartness Organ.
9. Professor Tompkins will send you the name and contact information of the organist assigned to play for your wedding. When you have received this information, it is your responsibility to contact your organist and schedule a music consultation at the chapel. This consultation should take place at your earliest convenience, but no later than three months before your wedding.

Wedding Music Policies in Daniel Chapel (continued)

10. The basic fee for an organist is \$450. This fee includes the aforementioned consultation and the playing of a standard service (prelude, processional, accompaniment for vocal or instrumental solos, hymns, recessional, and postlude). A single, one-hour rehearsal with soloists and wedding rehearsal is included as part of the basic fee. An additional fee will be negotiated for more elaborate musical services requiring extra rehearsal time.
11. The basic organist's fee does include playing for the wedding rehearsal. If you do not wish to have the organist play for the rehearsal, the rates will remain the same. Exceptions will not be made should our organist be unable to attend your rehearsal for just cause.
12. The fee for the organist and other Furman musicians will be added to the invoice issued with the contract for your use of Daniel Chapel. All fees must be paid in full no later than 60 days prior to your wedding date.
13. Fees for musicians not associated with Furman, vendors (photographers, florists, etc.), and others associated with the ceremony but not provided by Furman should be confirmed with and remitted directly to the individual(s)/vendors.
14. The full list of policies and fees for vocalists and instrumentalists, as well as suggested repertoire, must be reviewed online at <http://furman.edu/wedding>.

Outside Vendors Policies

Your arrival and departure times will be specified by Furman in advance of your wedding date; these times apply to vendors (florists, photographers, etc.) as well as members of the wedding party. Early entry into or late departure from the Daniel Chapel by the wedding party and/or vendors outside the allotted time period agreed to in writing, including decorations and properties not removed, will cause you to forfeit your deposit.

FLORISTS AND DECORATIONS*

You may utilize candelabras and floral arrangements in the chancel area under the following conditions, which are established to promote safety, cleanliness and efficiency:

1. No flowers, candles, greenery or their supportive apparatus may be placed on or near the organ.
2. Aisles may not be obstructed (partially or wholly) by flowers, candles, greenery, photographic or recording equipment, or other items. Wheelchairs and walkers should be stored by the chapel entrance.
3. Nothing and no one may be placed or seated on window sills or windows. The chapel's recessed windows are architectural features that are not designed to be load bearing. Serious injury may result from people or items being placed in these areas.
4. Nothing may be taped, glued, fastened, tacked or nailed to the chapel pews, furniture, or organ. Bows and/or flowers are allowed on the pews, but only when hung with protective hangers or tied on with ribbon.
5. Dripless or tube candles are mandatory for all uses in Daniel Chapel.
6. Plastic sheets must be used on the floor where candles are placed.

Outside Vendors Policies (continued)

7. All candles must be placed at least one foot from any woodwork, hangings or furniture; special precautions must be taken to prevent candles from igniting adjacent foliage or paraments.
8. Aisle runners (cloth or carpet) may not be used in Daniel Chapel. Flower petals (silk or real) are also prohibited, both inside and outside the chapel.
9. All service equipment must be furnished by the wedding party (e.g., kneeler, candelabra) and must be delivered and picked up during the time block given for your wedding (see above).
10. The CLIENT and the florist are bound by the regulations stated in this document, which supersede any conflicting arrangements made between the CLIENT and the florist.

PHOTOGRAPHERS *

1. There is to be no flash or illuminated photography/videography during the wedding ceremony. Cameras may be used (without flash) during the wedding ceremony, but only if the photographer is not visible to the wedding guests (once seated) or obtrusive to the wedding party. During the ceremony, photography/videography must be taken from the rear of the sanctuary only.
2. No extra lighting may be used by photographers/videographers during the wedding ceremony; only available house lights and natural light may be used. Reflectors may not be used to focus or redirect the available light.
3. Neither photographers nor videographers (if used) may stand, kneel, sit or place a camera in the chancel area, apse, or front of the nave (which includes the center and side aisles) until after the ceremony is over. The wedding party may return to the chancel for pictures after the ceremony and recessional are concluded.
4. No cameras or other equipment may be mounted, taped, glued, fastened, tacked, nailed, or otherwise attached to the chapel pews, furniture, doors, walls, windows, window sills, blinds, fixtures, structures, piano, or organ.
5. Photographers and videographers must vacate the chapel with all their equipment by the end of the assigned block of time specified in writing by Furman.
6. No one, at any time, should stand, sit, kneel, or recline in the chapel windows or sills. As stated above, the chapel's recessed windows are architectural features that are not designed to be load bearing. Serious injury may result from people or items being placed in these areas.
7. Bridal portraits and other photographs made inside Daniel Chapel and all other campus venues require a special appointment. A \$50.00 fee per hour will be charged for each photography session at Daniel Chapel.
8. Dates and times for all photography appointments are subject to the university calendar. Requests should be made through your Furman wedding director or Conference and Event Services staff (864-294-2390)

**Please note: neither the presiding clergy nor members of the wedding party may supersede any of these policies.*

Refund Policy

A deposit made in conjunction with rental of Furman facilities is refundable if no damage occurs, cleanup by the wedding party (and any vendors) is satisfactory, all Furman policies are followed, and the wedding events (including, but not limited to, rehearsal and ceremony at the chapel) take place entirely within the block(s) of time specified by Furman and paid for in advance (namely, at the chapel, one hour total for rehearsal, four hours for ceremony – including setup, ceremony, photos and take-down/cleanup). If these conditions are met at all Furman venues, Furman will refund your deposit within 14 days of your last wedding-related event. Charges for damage, delay and cleanup are not assessed on a sliding scale; a deposit is either retained or refunded in whole.

Damage, delay and extra cleanup needed at any Furman facility will result in Furman’s retention of your deposit, plus charges for any additional time used and for cleanup and repair costs.

If a reservation of the chapel is cancelled within 72 hours of submission of your contract, a full refund (\$2,100[†]) less a \$100.00 administration fee will be given. If cancellation is made less than sixty days prior to the wedding date, a refund of your deposit will be given. All cancellations must be confirmed in writing in order for a refund to be processed.

†\$1,500 for current Furman employees, children of current employees, Furman alumni, and the children and grandchildren of alumni.

Event Insurance

Client must obtain insurance coverage, at client’s sole expense, with at least the required policies & minimum limits listed below and, no later than 30 days before the earliest date covered by this contract, must provide a certificate of insurance naming Furman as an additional insured under all required policies (shown below) for all dates covered by this contract. Potential providers of the required insurance coverage include client’s homeowner’s/renter’s insurer & vendors such as these (provided for reference, but not endorsed or recommended by Furman):

EIIA:

<http://eiia.org> - from this site’s homepage, click the link for “Special Events.” On the Special Events page, there are two links for class types (most receptions/social events are Class I) & Program Pricing.

Direct Event Insurance:

<http://directeventinsurance.com/> -from this site’s homepage, click on the link for “Get a Free Quote” under *Planning an Event?*

Required Policies & Minimum Insurance Policy Limits	
\$2,000,000 General Liability Aggregate	\$300,000 damage to premises rented to you
\$1,000,000 each occurrence	\$5,000 medical expenses
\$1,000,000 GL Products/Completed Operations	Host Liquor liability (required if alcohol is served)
\$1,000,000 GL Personal/Advertising Injury	Sexual Harassment/Abuse (required for youth events)

University Policies

1. Furman may provide on-site custodial service under Furman’s sole direction during CLIENT’s event, but provision of this service does not relieve CLIENT or CLIENT’s vendors, agents, representatives or guests of their professional or personal responsibility to exercise due care while on Furman’s property. Additional charges may be assessed for extra cleanup at Furman’s sole discretion. (See REFUND POLICY, above.)
2. CLIENT and all of CLIENT's vendors, agents and guests shall obey any posted or provided rules of conduct for the Charles E. Daniel Memorial Chapel, including Furman’s alcohol policy. CLIENT and all of CLIENT's vendors, agents and guests shall obey all policies listed above of Furman University, local, state and federal laws, regulations and ordinances while on Furman University property.

University Policies (continued)

3. CLIENT and CLIENT's vendors, agents and guests shall not create a nuisance and shall exercise due care in the treatment of the real and personal property of Furman University, and shall not maliciously or negligently damage or destroy such property. Furman reserves the right, at Furman's sole discretion, to eject any individual or to cancel CLIENT's rental of Furman's facilities and eject all persons thereat from Furman's property in consequence of violation(s) of the provisions of this contract. CLIENT hereby waives any and all rights and claims for damages or compensation from Furman for such ejection(s) and/or cancellation.
4. CLIENT agrees to be responsible for any and all damages to the Charles E. Daniel Memorial Chapel and any other part of the Furman University campus caused by the action and/or negligence of CLIENT, CLIENT's guests, invitees, employees, vendors, independent contractors, or other agents. Furman will not assume or accept responsibility for damage or loss of any merchandise or articles left on Furman's property prior to, during or following CLIENT's function.
5. CLIENT will stringently adhere to all applicable health and safety regulations during CLIENT's rental of Furman University facilities. In the absence of law enforcement and fire officials having jurisdiction, Furman's Younts Center staff shall solely interpret all applicable regulations; CLIENT expressly agrees to comply fully with the direction of Furman's Conference and Event Services staff in all matters pertaining to health and safety. In the absence of direction from Conference and Event Services staff, your Furman wedding director shall exercise their authority in matters pertaining to health and safety.
6. CLIENT agrees to indemnify, defend and hold harmless Furman University, its trustees, officers, and employees from all demands, claims, suits, actions or liabilities, including attorneys' fees, resulting from injury or death sustained by any person or loss of any property, regardless of the cause of incident, occurring during or as a result of CLIENT's rental of Furman facilities during the period covered by this contract.

This contract shall be interpreted in accordance with the laws of the state of South Carolina; by execution of this contract, all parties hereby submit to the exclusive jurisdiction of the courts of this state. Should Furman University commence suit against CLIENT under the terms of this contract because of any breach thereof, CLIENT agrees to pay Furman's reasonable attorneys' fees, costs and expenses.

Time is of the essence as to each of the terms and conditions of this contract. This contract will not be binding on Furman until the original contract, signed by CLIENT, is returned and signed by Furman's authorized representative and all required payments are received by Furman's Conference and Event Services staff.

As Accepted and Executed:

Client Signature:

Date:

Furman Signature:

Date:

(Either Director of Conference & Event Services or Director of Auxiliary Services)

Reservation is confirmed when contract and payment in full are received by the Office of Conference & Event Services.

<u>Office Use Only</u>
R25# Reh.: _____
R25# Cer.: _____
EBMS: ___/___/___ Google: ___
Processed by: _____
<input type="checkbox"/> Deposit rec'd <input type="checkbox"/> Paid in Full

WEDDING VENDOR INFORMATION

CHARLES EZRA DANIEL MEMORIAL CHAPEL

FURMAN UNIVERSITY

3300 Poinsett Highway • Greenville, SC 29613

Tel.: 864-294-2390 • Fax: 864-294-3109 • E-mail: younts@furman.edu

To Be Completed As Determined:

Chapel Wedding Date:	Ceremony Time:
	<i>(ceremony must be within designated wedding time block below)</i>
Contracted Time Block:	
_____ - _____ AM/PM rehearsal (_____); _____ - _____ AM/PM ceremony block (_____)	
	<i>Day of Week</i>
	<i>Day of Week</i>
Anticipated Guest Count:	Final Guest Count:
<i>(**Chapel Max= 352)</i>	
Bridal Portrait Location:	Date: <i>(if scheduled on campus)</i>
Reception Location:	
Furman Wedding Director:	
Officiating Minister:	Phone:
	E-mail:
Florist:	Phone:
	E-mail:
Photographer/Videographer:	Phone:
	E-mail:
Personal Wedding Coordinator:	Phone:
	E-mail:
Other Information: <i>(Organist, external performer, etc.)</i>	

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