Alice Millar Chapel Wedding Ceremony Policy

Policy Statement
Northwestern University, ("University") on behalf of its Religious & Spiritual Life ("RSL"), and ("Facility User") hereby enter into Alice Millar Chapel Wedding Agreement ("Agreement") for the temporary use of Alice Millar Chapel or Jeanne Vail Chapel ("Facility") on its Evanston Campus at 1870 Sheridan Road, Evanston, IL 60208.

Purpose
Alice Millar Chapel and Jeanne Vail Chapel serve as the spiritual center for the Northwestern University community. Weddings may be scheduled in the chapels around other important University events including graduations and concerts.

Audience
Alice Millar Chapel, Jeanne Vail Chapel and Parkes Hall are available to rent by students, staff, faculty, alumni and external clients.

Definitions
a. FORCE MAJEURE: Performance of this Agreement by the parties hereto is subject to the occurrence of riots, strikes, destruction of the facility, utility disruption, epidemics, acts or orders of public authorities, and acts of God. University will make the final determination of what constitutes force majeure. Explicitly excluded from conditions of force majeure are instances where an event must be canceled or postponed because artists, presenters, participants or members of Facility User's organization are ill or unable to attend for any other reason. A party desiring to avail itself of the right to cancel this Agreement because of the occurrence of any of the aforementioned conditions of force majeure shall, as soon as reasonably possible, notify the other party thereof by written notification. In the event of such cancellation due to force majeure, each party shall be solely responsible for expenses each has incurred at the time of cancellation and shall not have any liability for any expenses of the other party. Penalties for cancellation for any reason other than force majeure as defined in this paragraph are covered in section m below.

Wedding Services
Seating Capacity
Alice Millar Chapel can seat up to 700 and Jeanne Vail Chapel can seat up to 130. There is no minimum guest requirement.

Scheduling
a. Alice Millar and Jeanne Vail Chapel are generally available for weddings:
   • Saturday at 11:00am (Chapel reserved 10:30am-12:30pm)
   • Saturday at 1:00pm (Chapel reserved 12:30pm-2:30pm)
• Saturday at 3:00pm (Chapel reserved 2:30pm-4:30pm)
• Saturday at 5:00pm (Chapel reserved 4:30pm-6:30pm)
• Sunday at 3:00pm (Chapel reserved 2:30pm-4:30pm)
• Sunday at 5:00 pm (Chapel reserved 4:30pm-6:30pm)

b. Chapel reservations are designed for 30 minutes for party & guest arrival, 1 hour for the service, and 30 minutes for photographs. Services must begin at the designated start time.

c. Weekday and holidays may be scheduled at the discretion of the Event Manager.

Included Staffing
a. Event Manager: The Event Manager will schedule your wedding ceremony and rehearsal. They will be available to answer any questions months prior to your ceremony.
b. Day-Of Chapel Coordinator: The Day-Of Chapel Coordinator is included in the wedding package. The coordinator's role is to welcome you as an honored guest in our chapel and to ensure that your rehearsal and ceremony runs smoothly. Their primary role is to send your party down the aisle and cue the wedding musicians. All outside coordinators must work under the management of our Chapel Coordinator at the rehearsal and ceremony.
c. Musician: A primary musician (organ or piano) is included in the wedding package.

Additional Staffing
a. Officiant: Couples are strongly encouraged to bring their own wedding officiant. An officiant is not included in the wedding package. The standard honorarium for an officiant is $350.
b. Additional Musicians: Soloists, Quartets and other musicians can be booked by our Music Coordinator for an additional fee (approx. $225/musician).

Included Spaces
a. Wedding Rooms: 2 small wedding preparation spaces are included in the chapel reservation. These areas are for light preparation 30 minutes before the ceremony start.
b. Parking: Northwestern parking lots are open for wedding guests on Saturdays and Sundays. The closest lot is on the Southeast end of the facility (approx. 60 spaces).
c. Chapel: Use of a clean, cooled or heated and lighted chapel.

Wedding Ceremony Pricing Tiers

<table>
<thead>
<tr>
<th>Standard</th>
<th>Alumni</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Millar Chapel: $2,300</td>
<td>Alice Millar Chapel: $2,000</td>
<td>Alice Millar Chapel: $1,800</td>
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<tr>
<td>Jeanne Vail Chapel: $1,200</td>
<td>Jeanne Vail Chapel: $1,400</td>
<td>Jeanne Vail Chapel: $1,200</td>
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*Figure 1*

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1 Alumni must be the bride or groom or parents of the bride or groom. Affiliation documentation is required for a discounted rate. Accepted documentation includes: a NU email address, a copy of a NU diploma, or an email from the Alumni Relations Department confirming status.

2 All wedding reservations will be charge a 21% administration fee.
a. **Insurance Requirement**
   Prior to the occupancy of the facility, wedding party must procure and maintain general liability insurance in limits not less than $1,000,000 per occurrence naming Northwestern University as an additional insured. This insurance can be day of event insurance or an event endorsement to a homeowners or renters insurance policy. Should any wedding party have difficulty obtaining the required insurance, Northwestern University’s Risk Management department has arranged an access program that meets minimum levels of coverage at an affordable cost. To learn more about this access program, please contact the Chapel Wedding Coordinator and refer to website for additional details. Evidence of such insurance must be received by the University prior to commencement of the event activities.

b. **Deposit**
   A $300 non-refundable deposit and a Wedding Contract are due to book a ceremony date and time.

c. **Balance**
   The balance is due at least 30 days prior to the ceremony date. Rehearsals cannot be booked until the balance has been paid.

### Facility User Obligations

a. Facility User agrees to provide the Religious & Spiritual Life Office with a complete and comprehensive day-of details no less than forty-five (3) days prior to the ceremony date. Failure by the Facility User to provide Religious & Spiritual Life Office with a complete and comprehensive event details shall represent a material breach of this Agreement, and Religious & Spiritual Life may, at its sole discretion, terminate this Agreement without liability to the University. Facility User must obtain Religious & Spiritual Life’s final approval on all event details, and RSL reserves the right to require the hiring of an outside vendor or alterations to the event details if University is unable to support the event as presented. All revisions and edits to the event details must receive University approval prior to event execution.

b. Under no circumstances shall University be obligated to provide any equipment or support for Facility User's event not previously outlined in the University-approved event details.

c. Facility User is responsible for ensuring the event details accurately represents time periods, as also reflected in this Agreement, are sufficient for all activities inclusive of all set-up (30 minutes mandatory) and tear-down (30 minutes mandatory).

d. Facility User agrees that the typical duties of a wedding planner are met solely by Facility User, including the management and coordination of any outside vendors and contractors and communication with any artists regarding their needs.

e. Facility User may not use any candles or pyrotechnics in the chapel area without consent from the Events Manager.

f. Facility User event agents, employees, participants, support staff and attendees agree to abide by all facility rules and regulations and by all applicable federal, state, and local laws with respect to any activity Facility User undertakes pursuant to this Agreement or associated with its use of the Facility hereunder.

g. Facility User will be responsible for any additional security necessary in connection with Facility User's use of the Facility.

h. Facility User is responsible for returning the Facility to the same condition as found, reasonable wear and tear accepted. All outside materials belonging to Facility User must be removed from

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3 Payment can be made by credit card at [https://nuweddings.securepayments.cardpointe.com](https://nuweddings.securepayments.cardpointe.com)
University campus by the conclusion of the rental Time Period or user will be subject to a late fee. Any trash or refuse produced must be either removed from the campus or placed inside trash receptacles available in the Facility. Only trash receptacles within the facility may be used for this purpose and any refuse exceeding the capacity of the receptacles must be removed from the University campus by the Facility User. Dumping of any waste or trash on University property is not allowed. Any damage to University property, facilities and equipment, including without limitation the Facility, resulting from Facility User, Facility User's agents or event participants, including clean-up costs beyond normal wear and tear, will be the responsibility of Facility User and billed to the Facility User.

i. Facility User will follow all space regulations listed below.

Facility Regulations

a. Decoration
   - Aisle runners are not permitted in either chapel
   - No items may be affixed or tied to the pews. We will provide reserved signs for the pews.
   - Celebratory tosses are not permitted. We recommend using bubbles or bells.
   - Real flower petals are not permitted to be thrown down the aisle. We recommend using artificial petals.
   - Only a unity candle is permitted in the chapel spaces. The alter candles will be lit by the Day-Of Chapel Coordinator before the service.

b. Music
   - All music must be approved by the Chapel Music Coordinator
   - No recorded music is permitted in the chapel

c. Photography
   - Alice Millar Chapel reserves the right to using photographs taken on its premises for marketing purposes. If you do not want any photographs used please notify the office.
   - Professional Photography & Videography is permitted during wedding ceremonies as long as it is done quietly and unobtrusively.

d. Food & Beverage
   - No alcohol is permitted on the premises
   - No food is permitted inside the chapel

e. Microphones
   - Each chapel is equipped with a basic speaking system. This includes the use of 2 wireless microphones at a time. The pulpit and lectern are equipped with stationary microphones.

Cancellation

a. If this Agreement is canceled for any reason except reasons determined by University to be force majeure (as defined in section above), Facility User will incur penalty fees according to the following schedule: cancellation one hundred eighty (180) days or more in advance of the rental date, Facility User will pay to University the entire wedding cost. Notification of cancellation must be made in writing and delivered to the Events Planning Manager.

Negotiation of Warranty, Disclaimer, Limitation of Liability

a. University makes no express or implied warranties of any kind, including without limitation any warranties of merchantability or fitness for any particular purpose. In no event will University be liable for consequential or indirect damages or for any amount in excess of the facility rental fee.
Governing Law
   a. This Agreement shall be governed by the laws of the State of Illinois, without reference to its rules governing choice of law or conflicts of laws, and the parties hereby irrevocably agree to the exclusive jurisdiction of courts sitting in Cook County, Illinois, for the resolution of disputes arising under this Agreement.

Assignment and Modification
   a. This Agreement (a) may not be modified or amended except in writing signed by duly authorized representatives of both parties hereto; (b) may not be assigned by either party without the written consent of the other; (c) constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior or contemporaneous written, oral or implied understandings, representations and agreements of the parties relating to the subject matter of this Agreement.

Consequences of Violating this Policy
   a. The client’s credit card may be charged additional fees after the ceremony has been concluded.

Related Information

Wedding Services Helpful Hints
https://www.northwestern.edu/millarchapel/events-services/weddings/wedding-helpful-hints.html

Wedding Music Guidelines
https://www.northwestern.edu/millarchapel/events-services/weddings/wedding-music-overview.html

Wedding Day-Of Details
https://forms.dosa.northwestern.edu/view.php?id=745158 (Machform)

Contacts

Northwestern Weddings: (847) 491-7256, weddings@northwestern.edu

History

This policy supersedes all previous wedding policies and contracts beginning February 5, 2020.

ALL OF THE PROVISIONS SET FORTH AS "ADDITIONAL PROVISIONS" AND ALL OF THE REQUIREMENTS SET FORTH IN ANY EXHIBIT, RIDER, OR OTHER ADDENDUM ANNEXED TO THIS AGREEMENT ARE HEREBY INCORPORATED IN THIS AGREEMENT WITH THE SAME FORCE AND EFFECT AS THOUGH SET FORTH ON THIS PAGE.

Link to Wedding Request Form & Digital Signature Submission:

https://forms.dosa.northwestern.edu/view.php?id=428865