

Wedding Ceremony Contract

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 religious & spiritual center for Northwestern University. Weddings may be scheduled in the chapels around other important University events including religious events, graduation ceremony and student 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 below.

Wedding Services

Staff Included in Reservation

- a. **Event Manager:** The Event Manager will schedule your wedding ceremony and rehearsal. They will be available to answer any questions before your ceremony.
- b. **Day-Of Chapel Coordinator:** The Day-Of Coordinator's role is to welcome you as an honored guest in our chapel and to ensure that your rehearsal and ceremony run 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.
- d. **Custodian:** Custodial labor will be provided before and after the ceremony.

Additional Staffing (Not included in Wedding Reservation)

- a. **Officiant:** Couples are strongly encouraged to bring their 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).

Space Included in Reservation ¹

- 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 is started.
- 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.

Capacities

- a. The capacity of Alice Millar Chapel is seven-hundred (700).
- b. The capacity of Jeanne Vail Chapel one-hundred-thirty (130).

Scheduling

- a. Alice Millar and Jeanne Vail Chapel are generally available for weddings:²
 - 1. Saturday
 - 12:00pm (Chapel reserved 11:30am-1:30pm)
 - 3:00pm (Chapel reserved 2:30pm-4:30pm)
 - 6:00pm (Chapel reserved 5:30pm-7:30pm)
 - 2. Sunday
 - 3:00pm (Chapel reserved 2:30pm-4:30pm)
 - 6:00pm (Chapel reserved 5:30pm-7:30pm)
- b. Weekday and holidays may be scheduled at the discretion of the Event Manager.
- c. The scheduling of university events are prioritized above off-campus events.

Ceremony Pricing Tiers

Standard	Alumni	Current
<ul style="list-style-type: none"> • Alice Millar Chapel: \$2,300 • Jeanne Vail Chapel: \$1,200 	<ul style="list-style-type: none"> • Alice Millar Chapel: \$2,000 • Jeanne Vail Chapel: \$1,400 	<ul style="list-style-type: none"> • Alice Millar Chapel: \$1,800 • Jeanne Vail Chapel: \$1,200

Figure 1³

¹ Additional hours may be added to the reservation for an additional fee at the discretion of the Event Manager.

² Timeslots adjusted for weddings booked after 9/1/2020

³ 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.

a. Insurance Requirement

Prior to the occupancy of the facility, the wedding client 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 the 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 Event Manager and refer to the website for additional details. Evidence of such insurance must be received by the University before the 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.⁴

c. Balance

The balance is due at least thirty (30) days before 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 complete and comprehensive day-of details no less than five (5) days before 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 the University is unable to support the event as presented. All revisions and edits to the event details must receive University approval before 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 represent timing, 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 concerning any activity Facility User under 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 the 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 the university campus by the conclusion of the rental time or the user will be subject to a late fee.

⁴ Payment can be made by credit card at <https://nuweddings.securepayments.cardpointe.com>

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 the 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. The Facility User will follow all space regulations listed below.

Facility User Regulations

a. Decoration

- Aisle runners are not permitted in either chapel
- No items may be affixed or tied to the pews. NU staff will provide reserved signs if needed.
- 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 to be lit during the ceremony. 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 use photographs taken on its premises for marketing purposes. If you do not want photographs to be used please notify the Event Manager.
- 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. 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 the 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 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.

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 concerning 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 if any part of the policy is breached.

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

Northwestern Wedding Music Coordinator: (847)491-7256, millarwedmusic@gmail.com

(Insert Confirmation)

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.

Wedding Client 1:

_____	_____	_____
Printed Name	Signature	Date

Wedding Client 2:

_____	_____	_____
Printed Name	Signature	Date

Please keep a copy for your records.