Congratulations on your engagement and thank you for hosting your wedding at Northwestern University in the beautiful Alice Millar Chapel or Jeanne Vail Chapel!

This policy outlines all guidelines and regulations for weddings at Northwestern University. Please note, the fees and regulations described in this document are subject to change. For more information, or to schedule your wedding please contact

Northwestern Weddings
847-491-7257
weddings@northwestern.edu

Please read this document in its entirety before signing the Wedding Request Form. By signing the Wedding Request Form, you agree to the policies set forth.
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Updated 9/15/19  
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Wedding General Guidelines

SEATING CAPACITY
The seating capacity of Millar Chapel is approximately 700. Most weddings in Millar have one to two hundred guests, though there is no minimum requirement. Vail Chapel seats approximately 125.

SCHEDULING
Alice Millar or Vail Chapel are 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)

Weekdays and Holidays may be reserved for an extra fee at the discretion of the Chapel Wedding Coordinator.

The wedding reservation timeframe was designed for 30 minutes of arrival/prep time, 1 hour of service, and 30 minutes of photographs.

In general the chapels may NOT be scheduled for weddings:
• First weekend of February
• Commencement weekend (early-mid June)
• Labor Day weekend
• Last weekend of October
• First weekend of December
• Any time which the chapel is already reserved for other events

Weddings must begin at the printed start time. Musicians are hired for twenty minutes prior to the ceremony and for one hour after the printed start time. Weddings which start late risk losing their musicians and encumbering a late fee.

WEDDING ROOMS
Included in your reservation are two rooms for wedding light preparation. These will only be available during your chapel reservation. All of your party must arrive to the chapel fully dressed in ceremony attire.
PARKING
Northwestern University is located in the beautiful suburb of Evanston. The campus is designed to embrace the residential area. Hence, parking is split into separate lots around the chapel. All Northwestern parking lots are free to the public weekdays after 4pm and all day on Saturday and Sunday. The east lot is co-owned with SAE and only the southern half is Northwestern parking (approx. 60 spaces). Please visit our website for maps and directions. https://www.northwestern.edu/millarchapel/visit-us/directions/index.html

REHEARSAL
The rehearsal can be booked once the final balance is received. A rehearsal is usually scheduled the evening before the ceremony after 3:00 pm. Rehearsals are limited to one hour. Please arrive on time. The rehearsal will be run by our Chapel Wedding Coordinator based upon your Day-Of Details. Musicians do not attend the wedding rehearsal.

OFFICIANT
Couples are strongly encouraged to bring their own officiant. Our university chaplains can officiate weddings based on their availability.

It is customary to provide an honorarium to the officiating clergy and is not included in the total wedding fee. The standard honorarium for the clergy of the university chapel is $350.

CHAPEL WEDDING COORDINATOR
The Chapel Wedding Coordinator will be present at the rehearsal and on the day of the wedding to provide for your needs and those of your family and guests. The coordinator's role is to welcome you as an honored guest in our chapel and to ensure that your ceremony runs smoothly. The coordinator will run the rehearsal and ceremony based on your Day-Of Details. The coordinator's 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 Wedding Coordinator at the rehearsal and ceremony.

Wedding Ceremony Pricing

DEPOSIT
A non-refundable deposit of $300 is due to reserve a ceremony date and time. This deposit may be made by check (made out to Northwestern University) or by credit card online at https://nuweddings.securepayments.cardpointe.com/pay.

Your requested date will not be reserved in the calendar until this deposit is made and Wedding Request Form is completed.

1 Northwestern University/Alice Millar Chapel is not responsible for any parking citations or towing expenses.
BALANCE
Your balance is due no later than three months before the ceremony. If your balance is not received 90 days before the ceremony date then you are subject to lose the reservation. Cancellation within 90 days of the ceremony will result in the forfeit of the entire fee.

ADDITIONAL FEES
Northwestern University reserves the right to charge up to $800 in fees up to 3 months after the ceremony. Fees will be charged for any breech of the policy including but not limited to late ceremony start times, irregular décor, extraordinary cleaning, etc.

WEDDING PRICING TEIR:

<table>
<thead>
<tr>
<th>Pricing Level</th>
<th>Alice Millar Chapel</th>
<th>Jeanne Vail Chapel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Price</strong></td>
<td>$2,300</td>
<td>$1,700</td>
</tr>
<tr>
<td><strong>Alumni Price</strong></td>
<td>$2,000</td>
<td>$1,400</td>
</tr>
<tr>
<td><strong>Current Student, Staff, or Faculty Price</strong></td>
<td>$1,800</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

*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.

The wedding fee includes:
- Use of a clean, cooled or heated, lighted facility
- 1 hour chapel/wedding room rehearsal reservation
- 2 hour total day-of chapel/wedding room reservation
- Basic speaking microphone system
- Free parking in Northwestern spaces
- Chapel Wedding Coordinator
- Primary Musician (organist and/or pianist)
- Administration & scheduling
INSURANCE
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.

Wedding Music General Guidelines

The musical staff of Alice Millar Chapel will assist you in planning beautiful and meaningful music for your wedding ceremony. One of our Alice Millar Chapel staff musicians provides music (organ and/or piano) for each wedding ceremony and their stipend is included in the total wedding fee. Recorded music is not permitted.

In keeping with the nature of weddings as worship gatherings which are genuinely joyous celebrations, the Director of Music and Music Associate have the responsibility of maintaining an appropriate musical quality. If we need to purchase any additional music for your service we will do so at a $10 maximum.

FOUR MUSICAL PARTS OF THE WEDDING SERVICE

• The Prelude
  Music played prior to the service while guests are being seated. Prelude music generally begins 15 minutes before the Processional.

• The Processional
  The music to which the wedding party enters the church. One or two pieces may be chosen to accommodate the nuptial party and bride or groom.

• The Service
  The main part of the ceremony can include quite a bit of music, or none at all, depending on your preferences. Some couples decide to have vocal or instrumental pieces, perhaps a congregational hymn, while others have no music between the Processional and Recessional.

• The Recessional
  The music to which the wedding party exits the church, followed by the guests.

PIPE ORGANS
The pipe organ in Millar Chapel is a 100 rank four-manual Aeolian-Skinner, and one of the most magnificent organs in the region. The pipe organ in Vail Chapel is a beautiful two-
manual mechanical action organ by Casavant Frères. We have provided musical suggestions on the website which can be nicely realized on either organ.

**MUSIC CHECKLIST & TIME LINE**

*After you finalize your reservation*

(For weddings held from June 1-September 15, make communication no later than April 1.)

- Reply to your welcome e-mail from the Associate for Chapel Music so that we are ensured that you have received our communication and understand our regulations concerning music.
- If you wish to hire additional musicians or soloists please inquire about this possibility.

*One month prior to the ceremony*

- Musical selections should be sent for our approval.
- The stipend for the musician should be delivered and can be paid as part of your final deposit to the chapel. Weddings reserved after 1-31-16 include this stipend as part of the entire wedding fee.

**INSTRUMENTALISTS AND SOLOISTS**

The use of other instrumentalists (trumpet, violin, etc.) and vocal soloists is welcomed. Excellent musicians are available from the greater Chicago area. *All external musicians must be approved by the Chapel Music Coordinator.*

Soloists usually sing one to three selections. In the standard wedding ceremony, solos often come just before the Processional, after the Questions, after the Pastoral Prayer, or at the Lighting of the Unity Candle. Any text that is appropriate for a religious service may be used for the wedding ceremony.

Explore your musical options on our [wedding music sample page](#).

**ADDITIONAL MUSIC FEES**

<table>
<thead>
<tr>
<th>Additional Music Needs</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrumentalist or vocalist</td>
<td>$225</td>
</tr>
<tr>
<td>Organist Attending a Rehearsal</td>
<td>$125</td>
</tr>
<tr>
<td>Organist: personal meeting with a couple</td>
<td>$100</td>
</tr>
<tr>
<td>Additional Music Purchase (more than $10 allowance)</td>
<td>Price per Sheet Music</td>
</tr>
</tbody>
</table>

**MUSIC FAQs**

*How should I use this wedding information and music samples?*

Please read this material completely and [listen to the selections](#). Couples may wish to include other family members in the selection process. Contact Eric Budzynski, Music Associate, to
ask questions and to help finalize your choices. Please send your selections by email to Eric Budzynski (millarwedmusic@gmail.com). Your musical selections should be submitted to the Music Associate in writing no later than 1 month prior to their wedding.

Am I limited to the selections listed here?
The pieces listed here are offered as suggestions. We will be happy to accommodate appropriate requests for other repertoire whenever possible.

How do we engage organists, additional musicians, or soloists?
The Chapel Music Coordinator will be happy to engage whatever musicians you may desire. Any external musicians must be approved by the Chapel Music Coordinator. Please make an initial contact with the Chapel Music Coordinator no later than three months prior to the ceremony. Please note that once a musician’s services are engaged at the request of the wedding party, the wedding party is responsible for compensating that musician in accordance with the established fees. Some of Chicago’s finest musicians perform in ceremonies at Millar Chapel, so it is recommended that arrangements be made as far in advance as possible to ensure their availability. If you desire one or more trumpets, a brass quartet or quintet, excellent players can be engaged from the Millar Brass Ensemble.

The Chapel Music Coordinator will be happy to engage a soloist on your behalf. Professional singers of every voice type can be engaged. If you wish to arrange for a soloist on your own, please be aware of the following requirements: The soloist(s) must be of professional vocal quality and capable of projecting without amplification.

If organ or piano accompaniment is required by the organist, music must be provided at least two weeks prior to the wedding in the key and specific arrangement required by the soloist. The organist’s stipend includes a rehearsal with the soloist on the day of the ceremony but would require additional compensation if another rehearsal would need to be arranged.

When is the music rehearsed? Does the organist attend the rehearsal?
Musicians will coordinate and rehearse selections prior to the wedding ceremony. Chapel organists do not attend rehearsals for ceremonies (they will confer on order and cues prior to ceremony). When guest clergy are involved, organists may attend rehearsals (for an additional fee of $125) by request to confirm cues for the Processional, Recessional, and any other music in the ceremony but this is rarely necessary.

Decoration Guidelines
We highly recommend a simple ceremony. Decoration is absolutely not necessary. It can often only obstruct the beautiful stained glass window and your beautiful selves! If you do want to decorate the chapel please abide by the following rules.
FLOWERS
We recommend that flowers be limited to one or two pieces on or near the Holy Table/Altar. Aisles (both center and side) and the pews of the chapels are not to be decorated with flowers, bows, candles, or any other material. Since we cannot guarantee that the building will be open more than one hour before the wedding, careful arrangements should be made for the delivery of flowers. Only artificial flower petals may be thrown down the aisle.

CANDLES
Candles on the Holy Table/Altar will be lighted for you one half hour before the ceremony begins. The lighting of a unity candle or wedding candle is permitted and may be placed on the Holy Table/Altar. Wedding candles and candle holders must be provided by you. No other candles or candelabras are permitted. The Holy Table/Altar candles are not to be removed from the Holy Table/Altar.

AISLE RUNNER
Due to safety concerns, we can no longer allow aisle runners to be used.

CELEBRATORY TOSS: RICE, ANIMALS & BIRDSEED
The use of rice or birdseed or the releasing of animals is prohibited in the chapels or on the grounds. An alternative to the traditional tossing of grains or seeds could be blowing bubbles or ringing small bells. Please inform us of plans in advance.

Technical Guidelines

PHOTOGRAPHY
Photography is permitted during wedding ceremonies only if it is done quietly and unobtrusively. Photographers must remain off of the chancel (stage) area during the ceremony.

NOTICE OF PHOTOGRAPHY
By hosting your wedding here, you consent to be photographed. All photographs will be used for Northwestern University purposes including attendance tracking and marketing. If you do not want to appear in any photographs please alert the Northwestern staff and we will be happy to accommodate you.

VIDEOTAPING
Videotaping of wedding ceremonies may only be done with the permission of the officiating clergy. Videographers must remain off of the chancel (stage) area during the ceremony.

SOUND AMPFLICATION
A lapel microphone is available for the officiant and two fixed microphones, one at either pulpit, and one wireless microphone are available. There is a limit of 3 microphones in use at one time. It is not possible to ‘plug-in’ to our chapel sound system. The use of recorded music is strictly prohibited.
Wedding Reception Guidelines

The Religious & Spiritual Life Social Hall (Parkes 122) is available to rent for rehearsal dinners, wedding receptions and cocktail hours. The hall is conveniently located within the same building as Alice Millar and Vail Chapels.

CAPACITY
The standard room set pictured above of reception tables and chairs, buffet and dance floor seats about 150 comfortably.

TABLES & CHAIRS
The social hall has (6) 8" rectangular tables, (25) 60" round tables, 200 round-back chairs, 1 podium, and 1 upright piano available for use. Tablecloths are not included in the reservation.

AV EQUIPMENT
The sound system has the capacity of two wireless mics and an AV cord connection. We highly suggest the use of an outside amp for any DJ music.

CATERING
We promote using Northwestern Catering for your reception. You can find menus and more information on their website at https://www.dineoncampus.com/northwestern/northwestern-catering. Outside vendors are allowed if approved by the wedding coordinator. Catering is not included in the site fee.

DECORATION
We do not provide any decoration materials or labor. This includes tablecloths. All decoration must be both delivered to the reception hall and assembled during the reservation timeframe. All decoration must also be removed during the reservation timeframe. Any adhesives used must also be removed by the end of the reservation.
**ALCOHOL**
Bar service is allowed by a licensed bartender. Additionally, the client is responsible to provide liability insurance to the Religious & Spiritual Life Office. “Self-service” alcohol will not be permitted. An additional $500 facility fee will be added to the reservation when alcohol is being served.

**Wedding Reception Pricing**

**DEPOSIT**
A non-refundable **deposit of $500** must be received in order to book a reception date & time. This fee can be made by check to Northwestern University delivered to 1870 Sheridan Road Evanston, IL 60208 or by credit card online at [https://nuweddings.securepayments.cardpointe.com/pay](https://nuweddings.securepayments.cardpointe.com/pay)

**BALANCE**
Your reception balance is due 3 months before the event. If the payment is not received within 90 days of the reception you will lose your reservation. Any receptions canceled within 90 days of the event will forfeit the entire fee. The reception fee can be made by check to Northwestern University delivered to 1870 Sheridan Road Evanston, IL 60208 or by credit card online at [https://nuweddings.securepayments.cardpointe.com/pay](https://nuweddings.securepayments.cardpointe.com/pay)

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<table>
<thead>
<tr>
<th>Deluxe Reception</th>
<th>Regular Reception</th>
<th>Cocktail Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$5,000</strong></td>
<td><strong>$1,800</strong></td>
<td><strong>$1,200</strong></td>
</tr>
<tr>
<td>10 hour reservation</td>
<td>6 hour reservation</td>
<td>4 hour reservation</td>
</tr>
<tr>
<td>Timeline: 3 hours setup</td>
<td>Timeline: 1 hour setup</td>
<td>Timeline: 1 hour setup</td>
</tr>
<tr>
<td>5 hour party</td>
<td>4 hour party</td>
<td>2 hour party</td>
</tr>
<tr>
<td>2 hour cleanup</td>
<td>1 hour cleanup</td>
<td>1 hour cleanup</td>
</tr>
</tbody>
</table>
Additional Fees:
- $500 alcohol fee
- $200 Northwestern Purple Tableclothes

INSURANCE
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.

Emergency Policy

- In the event of an emergency, Northwestern University Police will be called and an ambulance & firetruck may arrive.
- Northwestern University cannot accept responsibility for any valuables left anywhere at any time in either chapel.
- Northwestern University is not responsible for any natural emergency. There will be no rain, snow, fire, fire alarm, tornado, or flooding refunds.
- Special Event Liability Insurance must be purchased before the wedding occurs. This can be purchased through Northwestern University’s Risk Management.

Please read this document in its entirety before signing the Wedding Request Form. By signing the Wedding Request Form, you agree to the policies set forth.