Northwestern

Religious & Spiritual Life

Alice Millar Chapel

Wedding Policy
Congratulations on your engagement!
We hope that this information will be helpful to you as you inquire about having your ceremony in the Alice Millar or Jeanne Vail Chapel.

For more information, or to schedule your wedding, contact the RSL Office at 847-491-7256 or email weddings@northwestern.edu.

Please note, the fees and regulations described in this document are subject to change.
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Ceremony 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 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.

PARKING¹
Northwestern University is located in the beautiful suburb of Evanston and is designed to embrace the residential area. Therefore, parking is split into separate lots around the chapel. All Northwestern parking lots are free weekdays after 4pm and all day on Saturday and Sunday. Please visit our website for maps and directions.
https://www.northwestern.edu/millarchapel/visit-us/directions/index.html

¹ Northwestern University/Alice Millar Chapel is not responsible for any parking citations or towing expenses.

Updated 8/31/2018
WEDDING 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 only one hour. All members of the wedding party must arrive on time. Musicians do not attend the wedding rehearsal.

OFFICIANT
Couples are strongly encouraged to bring their own officiant. Our university chaplains 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 COORDINATOR
The Chapel 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. They oversee and help manage guest officiants, photographers, and florists. Outside coordinators must work with our Chapel Coordinator at the rehearsal and ceremony.
# Ceremony Fees

## WEDDING FEES

A non-refundable **deposit of $300** (check made payable to “Northwestern University”) is due at the time the reservation is made. Your requested date will not be reserved in the calendar until this **deposit and Wedding Request Form** is completed. The remainder is due 3 months before the wedding. Weddings canceled less than 90 days in advance forfeit the entire fee. This fee includes:

- Chapel usage (1 hour rehearsal and 2 hour day-of reservation)
- Chapel Coordinator
- Primary Musician (organist and/or pianist)
- Administration and scheduling

For some extraordinary dates, it may be necessary to hire a university custodian. In that case, an additional charge of $150 may be added.

There is a $50 additional administration fee to change the date or time of your reservation after booking.

<table>
<thead>
<tr>
<th>Chapel</th>
<th>Northwestern Status*</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Millar Chapel</td>
<td>Non-Affiliated</td>
<td>$2300</td>
</tr>
<tr>
<td>(Capacity of 700)</td>
<td>(no relationship to NU)</td>
<td></td>
</tr>
<tr>
<td>Alice Millar Chapel</td>
<td>Affiliated</td>
<td>$2000</td>
</tr>
<tr>
<td>(Capacity of 700)</td>
<td>(alumnus, etc.)</td>
<td></td>
</tr>
<tr>
<td>Alice Millar Chapel</td>
<td>Current Student/Faculty/Staff</td>
<td>$1800</td>
</tr>
<tr>
<td>(Capacity of 700)</td>
<td>(have active NU email or ID)</td>
<td></td>
</tr>
<tr>
<td>Jeanne Vail Chapel</td>
<td>Non-Affiliated</td>
<td>$1700</td>
</tr>
<tr>
<td>(Capacity of 150)</td>
<td>(no relationship to NU)</td>
<td></td>
</tr>
<tr>
<td>Jeanne Vail Chapel</td>
<td>Affiliated</td>
<td>$1400</td>
</tr>
<tr>
<td>(Capacity of 150)</td>
<td>(alumnus, etc.)</td>
<td></td>
</tr>
<tr>
<td>Jeanne Vail Chapel</td>
<td>Current Student/Faculty/Staff</td>
<td>$1200</td>
</tr>
<tr>
<td>(Capacity of 150)</td>
<td>(have active NU email or ID)</td>
<td></td>
</tr>
</tbody>
</table>

*One must provide proof of affiliation (Wildcard, email or diploma) to receive the discounted rate.

## MUSICIAN FEES

**Included Organist/Pianist:**

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.

**Additional Musicians:**

Outside musicians and vocalists **must** be approved by the Chapel Music Coordinator.

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We have preapproved vocalists and instrumentalists and have set additional fees (see table below). These are coordinated by the Chapel Music Coordinator.

<table>
<thead>
<tr>
<th>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>
</tbody>
</table>

Musicians do not attend the wedding rehearsal except through special arrangement (see above fee).

More information on music planning may be found on page 10 of this document.

**DECORATING REGULATIONS**

**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. Flower petals may be distributed in the aisle only if there is an aisle runner.

**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**
If you choose to have an aisle runner, you are responsible for all arrangements concerning it, including attaching it to the floor at the front of the chapel. Arrangements are usually made with the florist. Disposable aisle runners will be picked up by the chapel staff. Arrangements to pick up non-disposable aisle runners will be your responsibility. The length of the aisle in Millar Chapel is 115 feet. In Vail Chapel, the aisle is 45 feet long.

**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.

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Technical Regulations

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.

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 AMPLIFICATION
A wireless microphone is available for the officiant and two fixed microphones, one at either pulpit, are available. It is not possible to ‘plug-in’ to our chapel sound system. The use of recorded music is strictly prohibited.
The Religious & Spiritual Life Social Hall 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.

**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://northwestern.sodexomyway.com/catering](https://northwestern.sodexomyway.com/catering). Outside vendors are allowed if approved by the wedding coordinator.

**ALCOHOL**
Bar service is allowed in the social hall if approved by the wedding coordinator. The bar vendor must have appropriate licensing and insurance. “Self-service” alcohol will not be permitted.

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Reception Fees

<table>
<thead>
<tr>
<th>Reception Reservation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-hour cocktail hour site fee</td>
<td>$1000</td>
</tr>
<tr>
<td>6-hour reception site fee</td>
<td>$1500</td>
</tr>
</tbody>
</table>

These rates include the building coordinator, reception hall/kitchen and use of table/chairs.

Catering costs are separate from the site fee to be determined and paid directly to your caterer.
Ceremony 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 before God, the Director of Music and Music Associate have the responsibility of maintaining an appropriate musical quality. We request that all music used during the ceremony be appropriate to the context of a sacred setting and does not carry a completely secular connotation. If you have a favorite secular song, consider including it as part of your rehearsal dinner or wedding reception.

**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.

**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.

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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.

**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.

**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 Music Associate will be happy to engage whatever musicians you may desire. Please make an initial contact with the Music Associate 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 Music Associate 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.

### Space Use Policy

- Scheduling of all events, rehearsals, and performances is maintained by the Administrative Assistant for Religious & Spiritual Life. Events are approved by the Chaplain and/or Director of Music. For additional information or questions please email [weddings@northwestern.edu](mailto:weddings@northwestern.edu)

- No keys will be issued. Chapel monitors will unlock appropriate doors. Monitors should not be asked to help move furniture or equipment, or otherwise serve as “production staff.”

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• Any equipment needed for the event is the responsibility of the event participants, organizer or sponsor. If Chapel equipment (chairs, tables, music stands, etc.) is needed, permission to use these items must be arranged in advance. Instruments, chairs, stands, or other equipment must be moved out of the Chapel and properly stored immediately after use.

• Chancel furniture (kneelers/piano & stool, etc.) must be restored to its proper position after each event, rehearsal and performance. Millar chapel piano should not be left in the middle of the chancel nor moved no closer than 2 feet from the window.

• If tables or chairs are moved into the courtyard(s), they must be returned to their storage areas after the event. Courtyard may only be used with permission of the chaplain’s office.

• No alcohol will be served at events, unless prior written approval by the Chapel Coordinator and $3 million dollar liability certificate of insurance.

• Trash and or debris must be placed in garbage containers. Overflow must be put in the alley dumpsters. Please keep in mind that if you, your group or your audience makes a mess, you are responsible for clean-up. No debris is left in the chapels! Your group may be subject to fines if the chapel is left in poor condition.

• The altar candles in Alice Millar must never be removed under any circumstances

• The altars must never be removed.

• The Chapel pianos are not regularly maintained by School of Music tuning staff. Their tuning schedule is based on Chapel use. Additional tuning, if desired, is at the group’s expense and the tuner must be a School of Music tuning staff.

• Reservation of the Chapel does not include additional rooms for receptions or practice. If additional rooms are needed, they must be specifically reserved.

• The Alice Millar or Jeanne Vail Chapel cannot accept responsibility for any valuables left anywhere at any time in either chapel.

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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