Congratulations on your engagement and thank you for hosting your wedding at 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 the Religious & Spiritual Life office at 847-491-7256 or 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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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.

PARKING
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

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1 Northwestern University/Alice Millar Chapel is not responsible for any parking citations or towing expenses.
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 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. They oversee and help manage guest officiants, photographers, and florists. Outside coordinators must work with our Chapel Wedding Coordinator at the rehearsal and ceremony.

Wedding Fees

DEPOSIT
A non-refundable deposit of $300 (check made payable to “Northwestern University”) is due at the time the reservation is made. This deposit will be held until 2 weeks after the ceremony is completed. The deposit will not be refundable is the wedding or rehearsal contradict any of the terms of the policy. ¹

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

WEDDING FEE
The wedding fee includes:

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

¹ Late or early fee of $300/hour, cleaning fee of $100/hour, facility fee
<table>
<thead>
<tr>
<th>Chapel</th>
<th>Northwestern Status*</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice Millar Chapel (Capacity of 700)</td>
<td>Non-Affiliated (no relationship to NU)</td>
<td>$2300</td>
</tr>
<tr>
<td>Alice Millar Chapel (Capacity of 700)</td>
<td>Affiliated (alumnus, etc.)</td>
<td>$2000</td>
</tr>
<tr>
<td>Alice Millar Chapel (Capacity of 700)</td>
<td>Current Student/Faculty/Staff (have active NU email or ID)</td>
<td>$1800</td>
</tr>
<tr>
<td>Jeanne Vail Chapel (Capacity of 150)</td>
<td>Non-Affiliated (no relationship to NU)</td>
<td>$1700</td>
</tr>
<tr>
<td>Jeanne Vail Chapel (Capacity of 150)</td>
<td>Affiliated (alumnus, etc.)</td>
<td>$1400</td>
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<tr>
<td>Jeanne Vail Chapel (Capacity of 150)</td>
<td>Current Student/Faculty/Staff (have active NU email or ID)</td>
<td>$1200</td>
</tr>
</tbody>
</table>

The total fee is due 3 months before the wedding. Weddings canceled less than 90 days in advance forfeit the entire fee.¹

**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 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.

¹ 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.
• **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. **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](#).

**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?*

Updated 6/5/2019
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.

<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>
</tbody>
</table>
Decoration 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. The aisle runner must be place before the start of the ceremony during the reservation time. Arrangements are usually made with the florist.

The length of the aisle in Millar Chapel is 115 feet. In Vail Chapel, the aisle is 45 feet long.

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 Reulations

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 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 General Guidelines

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. Setup/Teardown labor must be request for an additional fee. 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.

Updated 6/5/2019
**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.

**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 Reception Fees**

**DEPOSIT**
A non-refundable **deposit of $500** must be placed in order to make a reservation. The deposit will be refunded 2 weeks after the reception if all policies are maintained.

<table>
<thead>
<tr>
<th>Reception Reservation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-refundable Deposit</td>
<td>$500</td>
</tr>
<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>
<tr>
<td>Table/Chair Setup &amp; Tear Down Labor</td>
<td>$50</td>
</tr>
</tbody>
</table>
Emergency Policy and Facility Operation

- In case of medical emergency, an ambulance and Northwestern University Police will be called. Northwestern University is not liable for any medical incident that occurs in or on chapel grounds.

- 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.

- 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

- No keys of any kind will be issued.

- 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.

- No food is permitted inside the chapel

- No alcohol is permitted in either chapel spaces or wedding rooms.

- 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 Wedding Coordinator and certificate of insurance.
• 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.

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.