

CALDWELL CHAPEL

FREQUENTLY ASKED QUESTIONS

What is the Capacity of Caldwell Chapel?

The Chapel will seat 300 people.

What is the Length of the aisle?

The aisle is 72' long.

How many Pews are on each side of the aisle?

There are (20) pews on each side of the aisle.

Is there an Organ or Piano?

The existing pipe organ and piano is available for your use. The Lessee is responsible for obtaining all musicians.

Is there a Public Address System?

We provide (3) microphones for your use, a lapel microphone for your minister, a soloist microphone and a lectern microphone. If you wish to use taped music or CD's you must provide your own sound system. Equipment supplied by the Lessee may not be plugged into the Seminary's sound system.

Marriage Officiate?

Choosing who performs your ceremony and making arrangements with that person(s) is the Lessee's responsibility.

Rental Hours?

The rental period consists of five hours, which includes one hour for rehearsal the night before, two hours for setup and two hours for the ceremony and cleanup. Saturday ceremonies are scheduled to begin no later than 2:00 p.m. and for the morning session and no earlier than 6:00 p.m. for the evening session.

When are Rehearsals for the Ceremony scheduled?

Rehearsals are scheduled the night before the event date between the hours of 5:00 p.m. – 6:00 p.m. and 6:00 p.m. – 7:00 p.m.

What time may my Florist, Photographer, Organist and Minister arrive?

All deliveries, setup, decorating, takedown, and cleanup must be completed within the allotted time set forth in the Lease Agreement.

May the ceremony participants arrive prior to the scheduled Rental Time?

No, buildings will not be open and accessible until your designated setup time is scheduled to begin as set forth in the Lease Agreement.

Can we go over our allotted Rental Hours?

No, due to our rental schedule, it's not possible. Please keep in mind that you will be billed for any additional time over your allotted hours at the hourly rate of \$75.00 per hour, which will be retained from your damage deposit.

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Do you provide a Dressing Room for the bride and her attendants?

Yes, ceremony participants may access Fellowship Hall located in the lower level of Caldwell Chapel for dressing.

May we take pictures on the grounds of Gardencourt?

Yes, if you have rented Gardencourt or made prior arrangements with the Marketing & Special Events office. Due to the rental schedule at Gardencourt it is not always possible to allow you access to the grounds for pictures if you have not rented the facility.

Do you provide Candles or Candelabras?

No, Lessee's are responsible for obtaining all rental equipment necessary for the event.

May we relocate the furniture located on the Chancel area?

Furniture may not be removed from the Chancel area however, it may be rearranged. Upon completion of the event, Lessee is responsible for returning furniture back its original location.

Can we toss Birdseed/Rice/Rose Petals?

Birdseed can be tossed at the departing couple. The tossing of birdseed is to be done only in the quadrangle area. No tossing of rice or rose petals is permitted during or after the ceremony.

Can we provide Food & Drink in the Chapel?

The Chapel is a place of worship therefore, food, drink, use of alcohol and smoking are not permitted.

Does the Chapel provide an Event Coordinator?

No, however a Seminary Representative will be on site to unlock and secure the building, handle lighting and oversee setup and cleanup after the event.

Who is responsible for Cleanup after the Ceremony?

The Lessee is responsible for making arrangements to have all decorations and/or rental equipment removed immediately following the ceremony. Rental equipment designated for later pickup will need to be moved by the Lessee and/or their representative to a designated location for pickup within 24 hours after the event.