
Check items requested:

Pews face east with a center aisle with 5 risers centered in front of east wall.

- _____ Communion table
- _____ Candelabra (wooden, stands on floor, each holds 7 candles)
- _____ Unity candle holder (wooden, stands on table) holds three tapered candles
- _____ Kneeling benches (2)
- _____ Flower stands (2)
- _____ Piano
- _____ Sound or recording equipment
- _____ Person operating sound equipment _____
- _____ Guest book table How many chairs? _____
- _____ Lectern stand
- _____ Pull center door in basement for dressing
- _____ Organ (If you do not know at this time, we advise you to check this option. You can cancel the organ if your plans change in the future.)

Use of the organ requires the approval of the college organist, Mark Babcock. Approval is determined on the basis of an in-person meeting with Mr. Babcock. He is available for meetings only during the academic year when school is in session. Please call Mr. Babcock at 641-628-5102 to schedule a meeting with him. Requests during school breaks can be directed to our Conference Coordinator, Lowell Olivier.

Amount to be paid for stated use: _____

Refundable security deposit: _____

Payment and deposit due: _____

Hours contracted for use: Rehearsal Day: _____

Wedding Day: _____

Payment to be made to: Central College

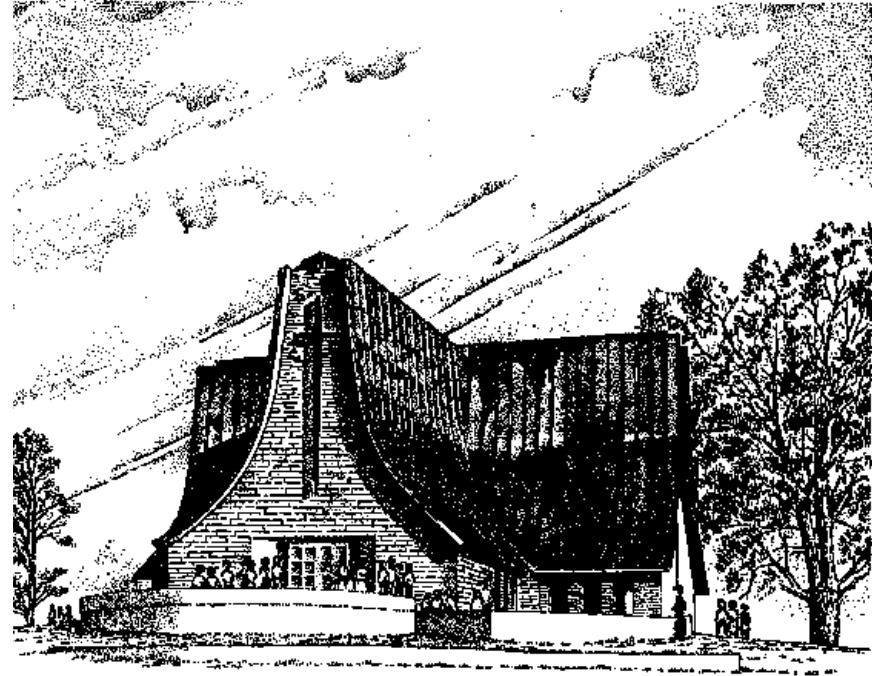
*Your reservation is not confirmed until payment is received.

*Payment is non-refundable

Signature: _____

Please detach and send this page with your payment to:

Central College
Lowell Olivier
Campus Box 5600
812 University
Pella, IA 50219



Chapel
Wedding Agreement

General Agreements on Use of Chapel

1. No smoking is permitted in the building.
2. Central College is a dry campus, therefore no alcohol is permitted.
3. No rice showers, plastic confetti or glitter are permitted anywhere on the premises. Birdseed may be used *outside* the building only.
4. Dripless candles are required.
5. Plastic, or a floor covering, must be placed under any candles used. (Please advise your florist.)
6. No tape or decorations are permitted on any of the walls.
7. No food is permitted in the sanctuary.
8. Items broken or damaged shall be the responsibility of the user and appropriate monies due shall be payable at the Conference Services office.
9. Vehicles must be left in parking lots. *Driving on sidewalks is prohibited.* (Please advise your florist of this also.)
10. If the party leaves the Chapel facilities for a reception off campus, all items should be taken from the Chapel when you leave. The building will be locked, and no one will be available to unlock it later.
11. If sound or recording equipment is desired, arrangements must be made 72 hours prior to the event for instruction on use of equipment. If a sound operator is needed, that person must be paid in addition to the charge for use of equipment.
12. Receptions with food must be catered through the Central College Food Service. Call 641-628-5201 for details.
13. Decorations and floral arrangements must be removed by the end of the contracted hours. A storage fee of no less than \$25 per day will be deducted from your security deposit for items not removed during the contracted hours.

Chapel Reservation

Date of wedding: _____

Time: _____

Wedding for:

Bride: _____

Groom: _____

Date of rehearsal: _____ Time: _____

Reception in lower Chapel: Yes _____ No _____

(Maximum capacity: 66 seated, 100 standing.)

Number of guests: _____

(The Chapel comfortably holds 225 in pews.)

Officiating minister: _____

Organist: _____ Phone #: _____

Florist: _____ Phone#: _____

Reservations made by:

Name: _____

Address: _____

Telephone: _____

Date made: _____

Lowell Olivier, Conference Coordinator

641-628-7679

E-mail: olivierl@central.edu
