



CHRIST CHAPEL

Wedding Policies and Procedures

402 18th Street
Galveston, Texas 77550

409.789.7223
chapelgalveston@yahoo.com
Kelly Charon, Coordinator

Process for Reserving Christ Chapel for your Wedding

- 1) Carefully Read our Wedding Policies and Procedures for Agreement therewith.
- 2) Contact us to check availability of your date and to schedule an appointment to see the Chapel.
- 3) Complete Wedding Request Form (pages 5-6) and submit with \$200 security deposit.
- 4) Wedding Reservations will be finalized upon receipt of Wedding Request Form, payment and notification of approval. Any denied requests will be refunded in full.

Spiritual Requirements for Marriage at Christ Chapel

A Wedding is one of the most joyous and sacred occasions in life. It is a blessing for Christ Chapel to be filled with the joys of a Wedding Day! We welcome Couples who want to be married in this blessed place, who desire a Wedding Ceremony that is based in the Christian faith and who are in agreement with our Wedding Policies and Procedures.

Scriptures from the Holy Bible speak of the profound reality of the covenant of Marriage. In obedience to God we want to honor Him by submitting to His Word in all Wedding Ceremonies that take place at Christ Chapel.

Marriage is a gift of God to man for the purpose of demonstrating the love He has for us! The Scriptures tell us:

"For this cause a man shall leave his father and mother and shall cleave to his wife; and the two shall become one flesh. This mystery is great; but I am speaking with reference to Christ and the church." Ephesians 5:31-32

Marriage is a sacred covenant. So profound is this union, that it is compared to the relationship of God to the Church. The marriage covenant is a picture of the kind of relationship God wants with us, and that Jesus Christ has made possible. Thus the marriage covenant is sacred and should honor God.

The biblical description of Marriage is a covenant union for one man and one woman, a union that is ordained by God and is for life. Words of Jesus:

"And He answered and said, 'Have you not read that He who created them from the beginning made them male and female, and said, for this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh? So they are no longer two, but one flesh. What therefore God has joined together, let no man separate.'" Matthew 19:4-6

We submit to the Scriptures as the Word of God regarding all of life, including marriage. Thus, Christ Chapel will only host a marriage ceremony that involves the union of one man with one woman, who commit themselves in the site of God to the lifelong covenant of Marriage.

If you have any questions concerning our spiritual requirements for Marriage, we would be glad to speak with you for further understanding and clarification.

Wedding Officiant

Christ Chapel has a Minister available to officiate Wedding Ceremonies in accordance with our Policies and Procedures. We also welcome approved Guest Officiants as long as they are in Agreement with our Wedding Policies and Procedures.

Seating Capacity

The Seating Capacity of the Chapel is a maximum of 110 persons.

Ringling the Chapel Bell

Couples who are married at Christ Chapel are invited to celebrate their Marriage Union by ringling our Chapel Bell! It is a favorite moment for our Brides and Grooms!

Historic Building

The Chapel is a historic building located in Galveston's East-End Historic District. As with all historic buildings, the Chapel will periodically require restorative care. All restoration efforts will be scheduled so not to impose on your event. The Chapel contains its original pipe organ, though not in working condition, it is a work of art and provides beauty for the sanctuary. As is commonly the case in historic buildings, *there is no handicap access available* and there are seven stairs to enter the building. There are no restrooms or changing facilities located inside the Chapel. Restrooms are available to you and your guests via a separate building (White House) on the property, which is currently undergoing restoration. Cooling and heating are provided via a central air conditioning system within the Chapel.

Candles

We have 2 standing candelabras and 1 unity candle stand which you are welcome to use when you provide the candles. The candelabra stands together hold 14 taper candles (with a 7/8" base) and the unity stand holds 1 pillar candle and 2 taper candles. You are welcome to use other approved candles as long as they have holders that catch and contain all wax drippings. The battery operated candles are a favorite option as well, especially when used to light the aisle.

Decorations

Pews and other surfaces can be decorated via approved methods. There are several photos on our website to help with ideas. Decorations may not be attached to any part of the building or contents in a way that will mar the finish or leave a mark of any kind. No tacks, pins, nails, tape, glue or sticky substance may be used. All arrangements for access to the building, including rental delivery and pick up should be coordinated during your Reserved Time.

Music

There is a stereo sound system available to you for playing music via mp3 format, smart phones, Ipad, Ipad or similar. You may provide for other music and accompaniments as long as it does not hamper or damage the facility. We do not have song restrictions. We welcome you to choose the songs you desire for your Wedding Ceremony. We do have traditional Wedding Music available which you are welcome to use. If you plan to utilize the Chapel's stereo system, you will need to appoint someone from your Wedding party to oversee this service for your Ceremony. Chapel staff will provide instructions.

Photography

Photographs are a very important way of remembering your Wedding Day. Some Couples want to limit Photographers' movements during the ceremony so not to interfere or distract from this sacred moment. Some Couples want Photographers to have freedom of restriction in order to capture those sacred moments with photos. We leave this decision to our Couples and we encourage you to consider it carefully.

Rehearsal

A rehearsal is an option for the Couple to consider. It is usually held the day before the wedding, and is a time to work out all the details of your Wedding Ceremony with all the Wedding party members. Rehearsal time is to be reserved along with the Wedding Ceremony time and is subject to all the same Policies and Procedures.

Schedule of Fees

Fees charged for building use are to cover operational costs of the facility, including utilities and additional janitorial services, as well as staffing by individuals. Hourly fees may cover both your Rehearsal and Wedding Ceremony Reservations (ie: 4 hours Reserved Time could be for 1 hour for Rehearsal and 3 hours for Wedding Day).

1 Hour	\$250
2 Hours	\$400
3 Hours	\$500
4 Hours	\$600

*Additional Time is reserved at \$100 per hour (ie: 5 hours = \$700)

Security Deposit	\$200
Officiating Fee	\$200

Security Deposit

The Security Deposit will be returned in full no later than 30 days following the Wedding, if the Chapel is left in good condition, Policies and Procedures have been followed and no unscheduled time is used. Additional unreserved time is subject to availability at a cost of \$100 per half hour, and will be deducted from your Security Deposit, so it is best to pre-reserve all the time you will need.

Payment of Fees

Security Deposit is due upon submission of Wedding Request Form. Full payment of fees is due no later than 90 days prior to Wedding date. All payments should be in the form of a personal check, cashier's check, money order, or cash. If Wedding is scheduled within 30 days, payment must be in form of cash or money order. We do not accept credit cards. Please note: deposits and fees in the form of a personal check will be cashed upon receipt and refunded according to the Policies below. Payments should be made out to Christ Chapel.

Cancellations Policy

Upon payment of Security Deposit and approval of Wedding Reservations, your date will be reserved for you. If you cancel your Wedding Reservations, the Security Deposit is not refundable, except as stated below.

In the occurrence of a cancellation prior to 90 days before your scheduled event, Reservation fees will be refunded in full and the \$200 Security Deposit will be forfeited. In the occurrence of a cancellation within 90 days of your scheduled event, the Reservation Fee will be forfeited, and the Security Deposit will be returned in full as long as the Reservations Fee has been paid.

To consider when scheduling your Wedding Reservation

When checking for availability, please inquire about your Wedding Ceremony date and times, and if applicable, Wedding Rehearsal date and times. When considering how much time to reserve, remember to allow time for all the things that are important to you on your Wedding Day. Some of our Couples desire more time for decorating, coordination of vendors, photographs, guest arrivals, congratulatory hugs after your Ceremony, as well as possible unplanned time issues. All these things should be scheduled within your Reserved Time so that the Chapel is prepared and staffed accordingly. It is more cost effective to reserve the Chapel for enough time prior to your Wedding Day than it is to have any overtime costs deducted from your Security Deposit. Additionally, we guarantee your prearranged Reserved time for your use. Due to other scheduled events at the Chapel, additional time outside your prearranged Reservations may not be available on the day of your event. So please, schedule carefully.

Use of Flower Petals, Bubbles, etc.

You are welcome to have your Wedding party drop flower petals before or during the event, but please do not toss anything inside the chapel. Any material thrown outside the Chapel should be of an organic nature such as birdseed. No rice please, as it may harm the birds. You are welcome to blow bubbles outside of the Chapel.

Moving of Chapel Contents

Moving of any contents or furniture within the Chapel must be approved and coordinated by Chapel Staff.

Parking

All parking is via the street, which is the custom in the Historic East End neighborhood. The only caution for limited parking would be during Galveston's major events, such as Mardi Gras, Dickens on the Strand and Lone Star Biker Rally.

Clean Up and Damages

Please leave the property in the same condition as it was received. You are financially responsible for any damages.

***Christ Chapel is a non-smoking property, no smoking inside or outside.
Alcoholic substances are prohibited on the property.***

CHRIST CHAPEL
WEDDING REQUEST FORM

BRIDE'S INFORMATION

Bride's Full Name _____

Current Address _____

Email-Address _____ Phone# _____

Do you have a church affiliation _____

GROOM'S INFORMATION

Groom's Full Name _____

Current Address _____

Email-Address _____ Phone# _____

Do you have a church affiliation _____

Name & Address for Deposit Return _____

(Please notify us if this changes)

YOUR WEDDING

Approximate number of guests _____

Wedding Rehearsal Date and Time Request (if Applicable)

Date _____ Day of week _____ Open-up time _____ am/pm Out by time _____ am/pm

Wedding Date and Time Request: Start time of Ceremony _____ am/pm

Date _____ Day of week _____ Open-up time _____ am/pm Out by time _____ am/pm

Request to use Christ Chapel Minister to Officiate your Wedding: *yes/no*

Request to use Guest Wedding Officiant: *yes/no* ~If yes to Guest Officiant, complete below:

Name _____ Phone# _____ Church Affiliation _____

Music: Do you plan to utilize the Chapel's Stereo Equipment: *yes/no*

Do you plan to bring in Musicians: *yes/no* If yes, please describe _____

Wedding Planner _____ Reception Venue _____

Sometimes we share photographs of Weddings on our Website, is this ok with you? *yes/no*

How did you learn about Christ Chapel _____

RESERVATION FEES

Total Reserved Hours Requested for your Wedding and Rehearsal	_____
Total Fees for Reserved Time: refer to Schedule of Fees, page 3 (Due 90 days prior to Wedding)	\$ _____
Officiating Fees if Applicable: refer to Schedule of Fees, page 3 (Due 90 days prior to Wedding)	\$ _____
Security Deposit (Due with this form)	\$200
Total Amount Due	\$ _____

PLEASE NOTE: If Wedding is within 90 days of scheduling, payment is due in full upon submitting Wedding Request Form.

ACKNOWLEDGEMENT

In requesting this Wedding Reservation, I have read, understand, and agree to conform to the Policies and Procedures as outlined in this packet. I understand that any breach to these Policies and Procedures may result in cancellation of my scheduled event. I will assume financial responsibility for any damages caused by participants or attendees to this event. I further agree to indemnify and hold blameless the owner(s) of this property and any of their agents and assigns from any claim, action, liability, loss, damage, suit, injuries and liabilities, including attorney's fees, costs and expenses incurred in connection with or during the performance of this Agreement. I also understand that circumstances reasonably beyond the control of the owner(s) that prevent the execution of the Reserved times (such as fire, explosion, war, hostilities, terrorism, revolution, civil commotion, epidemic, accident, severe weather, wind, flood, mechanical breakdown, street closure, repairs necessitated by damage to facilities, unavailability of materials reasonably necessary for repairs required by any circumstance, or any act of God) which causes the owner(s) to cancel this Agreement, the only obligation by owner(s) is to refund fees paid to Christ Chapel prior to the date of cancellation.

Printed Name & Signature of the Bride _____

Printed Name & Signature of the Groom _____

Today's Date _____

Please deliver or mail completed Wedding Request Form and Payments to:

CHRIST CHAPEL
402 18th Street
Galveston, TX 77550