

# WEDDING POLICIES

CHARLES EZRA DANIEL MEMORIAL CHAPEL

FURMAN UNIVERSITY

3300 Poinsett Highway • Greenville, SC 29613

Tel.: 864-294-2390 • Fax: 864-294-3109 • E-mail: [younts@furman.edu](mailto:younts@furman.edu)

Welcome to the Charles Ezra Daniel Memorial Chapel at Furman University! We are happy that you are considering using the chapel for your wedding ceremony. We have a helpful staff that will help make your special day truly memorable. The policies for use of the chapel follow; you may wish to read them carefully and discuss them with your family, your wedding director and our staff before making your decision to use this beautiful facility.

Understand that these policies are in place to ensure that your wedding goes well and that others who follow you in the chapel have the same, high-quality experience you expect.

1. There are a number of venues at Furman that can accommodate civil or secular wedding ceremonies; however, all weddings in Daniel Chapel must be religious ceremonies officiated by ordained clergy. The event coordinators at the Younts Conference Center (864-294-2390) can provide a list of other available wedding locations on campus.
2. Your written request starts the process of reserving the chapel for a wedding. The remaining steps are:
  - a. After reviewing and accepting these policies, return the enclosed reservation form along with a \$1,250 payment.
  - b. When we receive your signed reservation form and \$1,250 payment, your reservation will be confirmed. Confirmations are made on a first-come, first-served basis as we receive signed contracts with payment. The \$1,250 sum includes a \$750 payment for the chapel and a \$500 damage deposit. This fee covers: (1) rental of the chapel for a four-hour period for setup, arrival of guests, ceremony, post-ceremony photographs and load out/cleanup; (2) an additional one-hour rehearsal in the chapel; (3) regular custodial fees and (4) provision (by Furman) of a sound technician for your ceremony.
3. Weddings may be scheduled up to 24 months in advance if you wish to reserve both the chapel (for your ceremony) and the Younts Conference Center for your reception. If only one of these facilities is desired, the Furman family – faculty, staff, administration, trustees, board members, alumni, benefactors and members of their immediate families – has first preference and may schedule wedding dates in the chapel up to 18 months in advance. Families not connected to Furman may schedule wedding events in the chapel 12 months prior to the wedding date. Conference & Event Services coordinates wedding scheduling and will respond to written requests within two business weeks.
4. The chapel's maximum seating capacity is 352; this capacity may not be exceeded.
5. Conference and Event Services will provide a list of Furman wedding directors. The use of a Furman wedding director is mandatory; the director will:
  - a. Ensure that wedding plans are consistent with university and chapel policies;
  - b. Arrange for and best utilize chapel facilities;
  - c. Direct the rehearsal, wedding and (by arrangement with the wedding party), the reception.
  - d. In the case of any discrepancy between the wedding party, vendors or any other member associated with the wedding, the Furman approved wedding director will make the final decision.

The wedding party is responsible for contacting and securing a wedding director from the list. The minimum fee for a director is \$300.

6. Your wedding ceremony is given a four-hour block of time in the chapel. Weddings may be scheduled for one of two four-hour blocks of time on Saturdays; each wedding time block has a specified one-hour rehearsal period on the preceding Friday. Wedding parties must select one four-hour block with its associated rehearsal period; because two weddings may use the chapel space on a given day, these time periods are fixed. Wedding parties desiring additional time in the chapel may rent both blocks of time, if available, at the full standard rate.
7. Due to fire code regulations, the stove in the Daniel Chapel kitchen is not available for wedding use.
8. In the chapel, the Johanne and Buddy Puckett Bride's Room is available as the bride and bridesmaids' dressing room. A conference room in the chapel may be reserved for the groom and groomsmen.
9. Weddings in the chapel are sacred and must be in keeping with the laws of the state of South Carolina. The practices of the wedding service will be subject to the officiating cleric's denomination/faith tradition; however, the guidelines for the chapel must be observed and supersede conflicting practices.

## Guidelines for Use of Daniel Chapel

We know how much you will appreciate finding the facilities at Furman in the clean and usable condition you would expect for your wedding. Recognizing this, we ask that you take great care to ensure that everything you do in the chapel will leave it in the condition you found it.

1. Food and drink are only allowed in the Bryan Garden Room and kitchen. All paper products and other disposable items from the wedding must be placed in the appropriate receptacles. No food or drink are allowed in the sanctuary, Puckett Bride's Room, or conference rooms at any time. The chapel and its grounds are smoke- and alcohol-free.
2. You are responsible for any lost, stolen, or damaged property.
3. For safety reasons, nothing shall be thrown (e.g., rice or birdseed) inside, on the porch or on the steps of the chapel. No aisle or floor runners (whether cloth or carpet) may be used at the chapel.
4. All furnishings and fixtures in Daniel Chapel (e.g., the piano, altarware and hymnals, bibles and other books in the pew racks) are considered permanent. Any movement of furniture or equipment in the chapel must be approved in advance and in writing. The pulpits are permanent and cannot be moved.

## Wedding Music in Daniel Chapel

Daniel Chapel is a place for **sacred** weddings. For purposes of this policy, sacred wedding ceremonies may include live sacred and/or classical music, both vocal and instrumental. Absolutely NO secular music is allowed to be performed in the chapel. While solo vocal music and organ works are the norms, other types of music are frequently used, including congregational hymns and responses, solo piano, solo instruments such as trumpet, violin or flute, and small ensembles such as string and brass quartets. The body of appropriate sacred literature for voice and instruments is extensive and varied; making effective use of it requires both good, professional advice and careful planning. To assist in your planning, Furman is pleased to offer you the advice and assistance of members of our outstanding music faculty.

### **VOCALISTS AND INSTRUMENTALISTS**

Furman is home to one of the Southeast's most prestigious music programs. Consequently, we can offer you access to some of the South's – and the nation's – most talented student and faculty musicians. In addition, Furman has strong ties to the Greenville and Upstate musical communities, including a number of vocalists and instrumentalists who have prestigious reputations in performance.

Wedding music coordinators, all of whom are members of the Furman music faculty, will be happy to assist you in obtaining outstanding vocal and instrumental performers (including soloists and string and brass quartets) to enhance your wedding. The names of these coordinators and their contact information may be obtained from your wedding director. A list of policies and fees for vocalists and instrumentalists, as well as suggested repertoire, is available online at <http://www.furman.edu/wedding/>.

Daniel Chapel is a large and acoustically-live space; performing well in such a space can be quite challenging. Because of this challenge, the use of vocalists and instrumentalists referred to you by Furman's music coordinators is recommended. These performers, whether professionals or students, are experienced in performing in Daniel Chapel.

Requests for instrumentalists and vocalists other than those included on the official lists should be directed to your Furman wedding director.

### **RECORDED MUSIC (PROHIBITED); USE OF ADDITIONAL MUSICAL EQUIPMENT**

All music used in chapel weddings must be performed live. Recorded music, including accompaniment for live performers, is not permitted. To protect the floor and furnishings of the chapel, the use of musical equipment such as amplifiers, speakers, drum sets, and digital keyboards will not be permitted.

## USE OF THE HARTNESS ORGAN

Daniel Chapel, with its remarkable liturgical and acoustic ambience, is home to the Hartness Organ, Opus 121 of C.B. Fisk, Inc. This instrument, one of the finest in the country, helps make the chapel a stunning setting for weddings.

If you would like to have the organ played at your wedding, please let your Furman wedding director know as soon as possible. Your director will put you in touch with Furman's University Organist who will, based on scheduling and availability, assign your wedding to a Furman-approved organist. In extremely rare cases (such as when a family member is a professional organist), Furman's University Organist may approve use of the Hartness Organ by a person proposed by the wedding party. Only organists approved by the University Organist may play the Hartness Organ.

The University Organist will send you the name and contact information of the organist assigned to play for your wedding. When you have received this information, please promptly review Furman's online materials relating to organ music for weddings (online at <http://www.furman.edu/wedding/>). After reviewing this information, contact your organist to schedule a music consultation at the chapel. This consultation should take place at your earliest convenience, but no later than three months before your wedding.

The basic fee for an organist is \$350. This fee includes the aforementioned consultation and the playing of a standard service (prelude, processional, accompaniment for vocal or instrumental solos, hymns, recessional, and postlude). A single, one-hour rehearsal with soloists (separate from the wedding rehearsal) is included as part of the basic fee. An additional fee will be negotiated for more elaborate musical services requiring extra rehearsal time.

The basic organist's fee does not include playing for the wedding rehearsal. If you wish to have the organist play for the rehearsal, an additional fee of \$100 will be charged. Your organist's presence at your rehearsal is subject to availability.

The fee for the organist and other Furman musicians will be added to the invoice issued with the contract for your use of Daniel Chapel. All fees must be paid in full no later than 60 days prior to your wedding date.

## Decorations & Photography

### FLORISTS AND DECORATIONS

You may utilize candelabras and floral arrangements in the chancel area under the following conditions, which are established to promote safety, cleanliness and efficiency:

1. No flowers, candles, greenery or their supportive apparatus may be placed on or near the organ.
2. Aisles may not be obstructed (partially or wholly) by flowers, candles, greenery, photographic or recording equipment or other items. Wheelchairs and walkers should be stored by the chapel entrance.
3. Nothing may be placed on window sills or windows.
4. Nothing may be taped, glued, tacked or nailed to the chapel pews, furniture, or organ. Bows and/or flowers are allowed on the pews, but only when hung with protective hangers or tied on with ribbon.
5. Dripless or tube candles are mandatory for all uses in Daniel Chapel. Plastic sheets must be used on the floor where candles are placed. All candles must be placed at least one foot from any woodwork, hangings or furniture; special precautions must be taken to prevent candles from igniting adjacent foliage or paraments.
6. Aisle runners (cloth or carpet) may not be used in Daniel Chapel. Flower petals (silk or real) are also prohibited.
7. All service equipment must be furnished by the wedding party (e.g., kneeler, candelabra) and must be delivered and picked up during the four-hour time span given for your wedding (see #9 below).
8. A list of florists who know the chapel and its policies will be shared with your wedding director. The wedding party and the florist are bound by the regulations stated in this document, which supersede any conflicting arrangements made between the wedding party and the florist.
9. Use of Daniel Chapel is limited to a maximum of four (4) hours on the date of your ceremony. Your arrival and departure times will be agreed to in advance of your wedding date; these times apply to vendors (florists, photographers, etc.) as well as members of the wedding party. All decorations and properties must be removed from Daniel Chapel by the end of the four-hour block of time; if this does not occur, the damage deposit will not be refunded. Early entry into or late departure from the chapel by the wedding party or vendors (outside the allotted time period agreed to in writing) will cause you to forfeit your deposit.

**PHOTOGRAPHY \*** *\*Please note: neither the presiding clergy nor members of the wedding party may supersede any of these policies.*

1. Cameras may not be used with flashbulbs during the wedding ceremony. Cameras may be used (without flashbulbs) during the wedding ceremony, but only if the photographer is not visible to the wedding guests (once seated) or obtrusive to the wedding party (i.e., *photos may be taken from the rear of the sanctuary*).
2. No extra lighting may be used by videographers during the wedding ceremony; only available house lights and natural light may be used.
3. Neither photographers nor videographers (if used) may stand, kneel, sit or place a camera in the chancel area (this includes center and side aisles) or front of the nave once the seating of the wedding couple's parents has begun. The wedding party may return to the chancel for flash pictures after the ceremony and recessional are concluded.
4. Photographers and videographers must vacate the chapel with all their equipment by the end of the assigned four-hour block of time agreed to in writing by Furman and the wedding party.
5. Bridal portraits inside Daniel Chapel require a special appointment; requests should be made through your Furman wedding director. There is no charge for this appointment; however, the date and time are subject to the university calendar. Bridal portraits at other campus venues require advance appointments; Conference and Event Services staff (864-294-2390) can put you in contact with the appropriate facility supervisors.

### **Wedding Receptions at Furman**

Furman has added a new jewel to its facilities with the construction of the Melvin & Dollie Younts Conference Center. This new facility was designed with wedding receptions in mind and is one of a few places on campus where alcohol may be served. Fully-catered food service is available, as is the assistance of a helpful staff who will make the transition from the chapel to the conference center as easy as possible. The elegant Younts Conference Center will be a great addition to your wedding! Contact the Younts Center staff at 864-294-2390 or [younts@furman.edu](mailto:younts@furman.edu).

### **Making Your Reservation**

#### **FEES**

Couples wishing to reserve Daniel Chapel (or the Younts Conference Center) should contact conference center staff by e-mail at [younts@furman.edu](mailto:younts@furman.edu), by telephone (864-294-2390) or by fax (864-294-3109). To confirm a reservation, send a completed request form (see following page) with a \$1,250 payment (made payable to Furman University) to:

Younts Conference Center  
FURMAN UNIVERSITY  
3300 Poinsett Highway  
Greenville, SC 29613

Reservations for the Chapel will be confirmed on a first-come, first-served basis as we receive signed contracts with payments. No dates will be "held" or "penciled in". Payments may be made using a major credit card.

#### **REFUND POLICY**

The \$500 deposit included in your initial payment is refundable if no damage occurs, cleanup by the wedding party is satisfactory and the wedding rehearsal and ceremony take place entirely within the time limits defined in these policies (one hour total for rehearsal, four hours for ceremony – including setup, ceremony, photos and take-down/cleanup). If these conditions are met, the couple can expect a refund of \$500 subsequent to the service. Charges for damage, delay and cleanup are not assessed on a sliding scale; the deposit is either retained or refunded in whole.

If a reservation of the chapel is cancelled within 72 hours of submission of your contract, a full refund (\$1,250) will be given. If cancellation is made less than sixty days prior to the wedding date, a refund of \$500 will be given. All cancellations must be confirmed in writing in order for a refund to be processed.

#### **OTHER CHARGES**

Fees for musicians not associated with Furman, vendors (photographers, florists, etc.) and others associated with the ceremony but not provided by Furman should be confirmed with and remitted directly to the individual(s)/vendor(s)

# REQUEST FOR WEDDING RESERVATION

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FURMAN UNIVERSITY

3300 Poinsett Highway • Greenville, SC 29613

Tel.: 864-294-2390 • Fax: 864-294-3109 • E-mail: younts@furman.edu

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**Bride:**

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**Present address:**

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**Phone:**

**Email:**

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**Groom:**

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**Present address:**

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**Phone:**

**Email:**

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**Couple's new address:**

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**Relationship to Furman:**

**Wedding date**

*(ceremony must be within one of the wedding time blocks given below)*

**requested for Chapel:**

**Ceremony time:**

*(Please select only one set of times)*

5:00-6:00 PM rehearsal (Friday), 10:00 AM – 2:00 PM ceremony block (Saturday)

**Wedding time block requested:**

6:30-7:30 PM rehearsal (Friday), 3:30-7:30 PM ceremony block (Saturday)

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**Contact Person (responsible party):**

**Phone/Email:**

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**Reception Location:**

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**Officiating minister's name:**

**Phone/Email:**

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**Florist's name:**

**Phone/Email:**

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**Photographer/Videographer's name(s):**

**Phone/Email:**

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**Furman Wedding Director's name:**

**Phone/Email:**

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**Personal Wedding Director/Coordinator's name:**

**Phone/Email:**

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Please return this form along with a check made payable to Furman University for \$1,250.00 to:

Younts Conference Center

**\*\*You may also pay by credit card by calling 864-294-2390.**

Furman University

3300 Poinsett Highway

Greenville, SC 29613

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*The bride, groom and their families agree to comply with the wedding policies of the Charles Ezra Daniel Memorial Chapel at Furman University with regard to their wedding and events contained therein.*

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**Client Signature:**

**Date:**

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**Furman Signature:**

**Date:**

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Executive Director, Conference & Event Services

*Confirmation of your reservation will be made in writing within two weeks of Furman's receipt of a completed request form and payment.*