

ST. LUKE'S CHAPEL

Medical University of South Carolina
Corner of Ashley Avenue and Bee Street
P. O. BOX 250180
Charleston, S.C. 29425
Phone (843) 792-6775 FAX (843) 792-0320
www.musc.edu/stlukeschapel

WEDDING RESERVATION REQUEST

Responsible Party _____

Address _____

_____ Zip Code _____

Telephone (home) _____ (business) _____

Other (mobile, cell, FAX, etc.) _____

E-mail address _____

Date of rehearsal _____ Time _____ (1 hour)

Date of wedding _____ Ceremony begins _____

Reservation from _____ to _____ (3 hours)

Wedding reservation begins 1½ hours before ceremony. The wedding party & florist are not to arrive prior to reserved times. See Fee Categories to purchase additional time.

Number of guests _____ (Maximum accommodation 265)

Name of Bride _____

Address _____

Telephone (home) _____ (office) _____

Other (mobile, cell, FAX) _____

E-mail _____

Name of Groom _____

Address _____

Telephone (home) _____ (office) _____

Other (mobile, cell, FAX) _____

E-mail _____

FEE CATEGORIES: Amount is determined by status of bride or groom or parents of either:

MUSC students, \$250 _____
MUSC employees, \$400 _____
Alumni (MUSC & Porter Military), \$600 _____
All others, \$1,250 _____
Additional hours may be purchased, if available, \$50 per half-hour _____
Please make checks payable to St. Luke's Chapel

All fees are due upon confirmation of reservation. Until payment is paid, the reservation may be superseded by another paid reservation.

The fee **does include** the presence of a Sexton in the Chapel at all times during this reservation. Their duties include opening/closing the Chapel, presenting chapel register for signature record of the marriage and providing guidance for chapel rules and regulations to wedding party and guests. The fee also includes use of kneeling bench, candles in the two seven-branched candelabras as well as the two large candlesticks on the altar. There are also two standard size candlesticks and two three-branched candelabras available (candles are furnished). All of these candlesticks are brass. An ornate candlelighter is available. The wedding party is responsible for lighting of the candles. Two ornate brass flower altar vases are available for use, but may not leave the Chapel. Parking passes for the wedding party are also included in the fee (see below).

The fee **does not include** floral arrangements, an officiant, (any ordained minister [in or out of state], justice of the peace or notary public can perform the ceremony), organist, other musicians, flowers, printed programs, guestbook, audio and/or audio-visual equipment, runner for center aisle, wedding director, etc.

If musicians and/or singers need practice time other than the reserved rehearsal time, arrangements must be made with the Director of the Chapel. There will not be a charge for available time reserved Monday through Friday, 9:00 AM – 1:00 PM. Other hours may be arranged at \$50 per half hour. A list of musicians in the Charleston area is included in the reservation packet or on the web site. Due to events being held during the week, it is suggested time be scheduled in advance to visit the Chapel for measuring, meeting with florist, musicians, wedding directors or planners, etc.

CANCELLATION CLAUSE: There is a 50% charge for cancellation up until six months prior to the ceremony. Cancellations made after six months prior to the ceremony will result in forfeiture of the entire fee. Refunds require the Social Security number of the person who signed the check remitted for the fee.

NOT PERMITTED IN ST. LUKE'S: Rehearsals that last longer than one hour (the hour begins at time stated on the registration form); weddings that last longer than the three hour reservation; florist arriving prior to the three hour reservation time; rearranging of Chapel furnishings (items that may be moved include small moveable altar, chairs, kneeling bench, and flags, but should be returned to proper place); use of any type of tape or wires on wooden surfaces (so as not to peel off varnish or mar the finish); showering of birdseed, rice and/or bubbles in or outside of the Chapel; fresh flower petals by flower girl, food or beverages (bottled water permitted) except for sacramental purposes; rental pianos without the approval of the Chapel Director or flowers/decorations to remain after three hour reservation; candles other than the ones provided by the Chapel without the approval of the Director.

St. Luke's Chapel is historic and revered, but is non-denominational and imposes no restrictions on the service other than treating the Chapel with respect.

In the event the Chapel is left in a condition requiring clean-up or physical repairs, a minimum charge of \$100 will be levied with any actual cost exceeding this added.

PARKING:

All parking arrangements for the Chapel are handled separately by the MUSC Office of Parking Management. Courtesy parking passes for the bridal party – both for the rehearsal and wedding – are included in the fee. **They must be requested from the MUSC Office of Parking Management at least two weeks prior to the ceremony.**

Parking for wedding guests is available in MUSC parking facilities should you or they wish to use them – rates are as posted. If you wish to provide courtesy parking for your guests, Parking Management will be happy to make arrangements to bill you.

The MUSC Office of Parking Management is located on the second floor of the MUSC employee parking garage at 91 President Street. Office hours are 8:00 AM until 5:00 PM, Monday through Friday, telephone 792-3665. Please ask for the Wedding Guest Parking Coordinator.

SECURITY OF PERSONAL ITEMS:

St. Luke’s Chapel is not responsible for the security or loss of personal items.

INDEMNIFICATION PROVISION:

The Responsible Party (the person making reservations) assumes all risks of loss, damage or injury, by fire or otherwise, to person or property, by reason of the condition of the Chapel or Chapel area, or by reason of the condition of the management, control or operation thereof, and releases the Medical University of South Carolina, its employees, successors and assigns, from all claims for such loss, damage or injury sustained by the Responsible Party, and the Responsible Party agrees to defend and indemnify the Medical University of South Carolina against all claims for such loss, damage or injury sustained by the Responsible Party.

IMPORTANT - I have read and understand the Rules and Regulations (in packet or on web site) for the use of St. Luke’s Chapel.

Signature of Responsible Party

Date

Typed or Printed (Responsible Party)

Signature of St. Luke’s Chapel Director
Barbara Wallace

Date

\$ _____ payment received _____ (make checks payable to St. Luke’s Chapel).
Date