

# Application for Rental of St. Andrew's College Chapel

Date of Wedding: \_\_\_\_\_

Time of Ceremony: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_

Time of Rehearsal: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Minister: \_\_\_\_\_

Denomination: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*I hereby make application to rent the Chapel at St. Andrew's College. I have read the regulations as outlined on the information sheet and agree to them. **The full rental amount (\$325.00 plus GST) (plus the \$200 damage deposit) is required at the time of booking.** The deposit (less a \$25 administrative fee) is refundable up until 10 days prior to the event. Unless special arrangements are made, the full rental fee must be paid in advance of the event.*

\_\_\_\_\_  
(Signature)

Acceptance by St. Andrew's College official:

*This application is complete and has been approved. If this form and fee are not received within 30 days of your initial enquiry we will assume that you have made other arrangements.*

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)

# Information Regarding Chapel Bookings

## **Application Procedure:**

The Chapel at St. Andrew's College may be booked for wedding ceremonies by *written application*. Please contact Carolina Castro (639-638-0644) or carolina.castro@saskatoontheologicalunion.ca and we will advise on the availability of the chapel for both the wedding service and the rehearsal. Please complete the application attached to this sheet.

Weddings must normally be performed in the Christian tradition by an officiant licensed in the Province of Saskatchewan and the wedding must be registered in either the St. Andrew's College Marriage Registry or the registry of the officiant's congregation. Confirmation of the minister must be given to Carolina either in writing or by telephone as soon as possible. It is recommended that your clergy member view the set up of the chapel prior to the ceremony to ensure it is understood that pews can not be moved.

## **Fee:**

The fee for the use of the Chapel is **\$325.00 plus GST**. In order to ensure your booking is held we recommended you pay the full rental amount at the time of booking. This fee (less \$25 administrative fee) is refundable until 10 days prior to the booked dates. We also require a **\$200 refundable deposit** for damage/clean-up which will be returned to you by mail once the chapel has been checked to ensure all is in order and no furniture has been moved. Fees for ministers, organist, soloist, etc. must be arranged separately on your own.

**If the application form and fee are not received with 30 days of your initial inquiry we will assume that you have made other arrangements.**

## **Regulations:**

No confetti is allowed in the building. Flowers must not be placed on the communion table. If candles are to be used, they may only be used in the candelabra. Two candelabra are available; each takes seven one-inch diameter candles. The candelabra are stored in the chapel entry.

## **Capacity:**

The seating capacity of the Chapel is approximately 100 people. The pews are arranged in a "diamond shape" in order to provide a centre focus of worship. You are welcome and encouraged to view the Chapel prior to making your reservations.

**\*\*\*None of the Chapel furniture (pews, piano) is to be moved. \*\*\*  
The communion table and lectern only may be moved as needed.**

## **Access to Chapel:**

Individuals are welcome to view the Chapel at any time prior to the wedding service. It is wise to telephone the College to make sure that it will be free when you wish to visit. The outer Chapel doors will be open for the wedding service only. For the rehearsal, please use the doors on the north side of the building.

Please note that staff are not provided for either the rehearsal or the wedding. Hence it is advised that you familiarize yourself with the facility prior to the event.

The lights are controlled by switches in the breaker box, located in the southeast hallway outside the chapel (through the door to the right as you face the stained glass).

## **Parking:**

There is very limited parking available at the College, particularly during weekdays of the academic year when all the stalls are allotted to residents, students, and staff. Please contact Carolina regarding parking availability for the date you are thinking.

**Please note that St. Andrew's College also rents out their Main Lounge for wedding receptions and such functions. The capacity for this room is up to 100 people and the rate is \$300.00 plus GST. For more details, please call Carolina at 639-638-0644.**