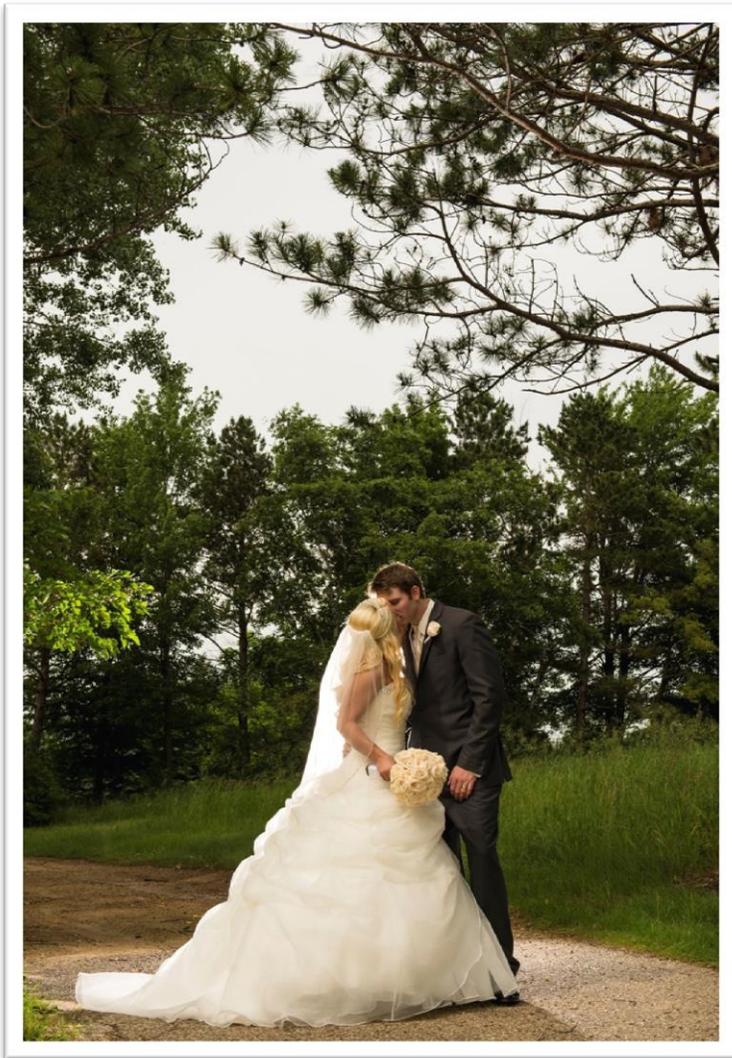




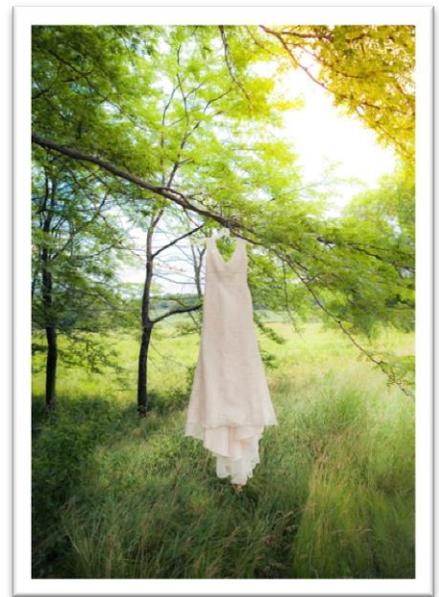
Holy Wisdom Monastery

2017 Wedding Handbook



Holy Wisdom Monastery
4200 County Road M, Middleton, WI
Website: www.benedictinewomen.org

Amanda Conway
Hospitality & Event Coordinator
Phone: 608.836.1631 x 100
aconway@benedictinewomen.org





Holy Wisdom Monastery

Wedding Handbook

Introduction

Holy Wisdom Monastery is the home and work place of Benedictine Women of Madison, an ecumenical monastic community. The sisters welcome guests and encourage everyone to share in their life of prayer, hospitality, justice and care for the earth.

Respectful use of the facility is required to maintain the simple, contemplative and prayerful atmosphere of the monastery. Guests at the monastery are to be mindful of the sacred nature of the monastery. The following guidelines have been established to enhance the respectful use of the facility during weddings and ceremonies.

Scheduling a Ceremony Time:

Couples may schedule a 4 hour time block for a wedding. **Time blocks are 10am - 2pm and 3pm - 7pm.** If scheduling a wedding on a weekday, the time block can be worked out with the Hospitality & Event Coordinator.

Please note: Weddings are *not* scheduled at Holy Wisdom Monastery during Holy Week, on Easter Day, Thanksgiving Day, Thanksgiving weekend, Christmas Eve, Christmas Day, the week between Christmas and New Years, New Years Eve or New Years Day. All rates are subject to change.

Requesting Additional Time:

If you find that our four hour time block is not enough time for your wedding, you may add additional time (non-refundable) at the rate of \$100 per hour.

Scheduling a Rehearsal Time:

A rehearsal is held the evening prior to the day of the wedding. Rehearsals are usually 4:00 – 5:00 PM or 5:00 – 6:00 PM, but this time may be flexible.

Wedding Coordinator

Holy Wisdom Monastery will have a wedding coordinator available to oversee or assist with the rehearsal and the wedding.

Wedding Officiant:

Couples must arrange for an officiant on their own. The Hospitality & Event Coordinator has a list of officiants available to conduct your ceremony if help is needed in finding someone to officiate.

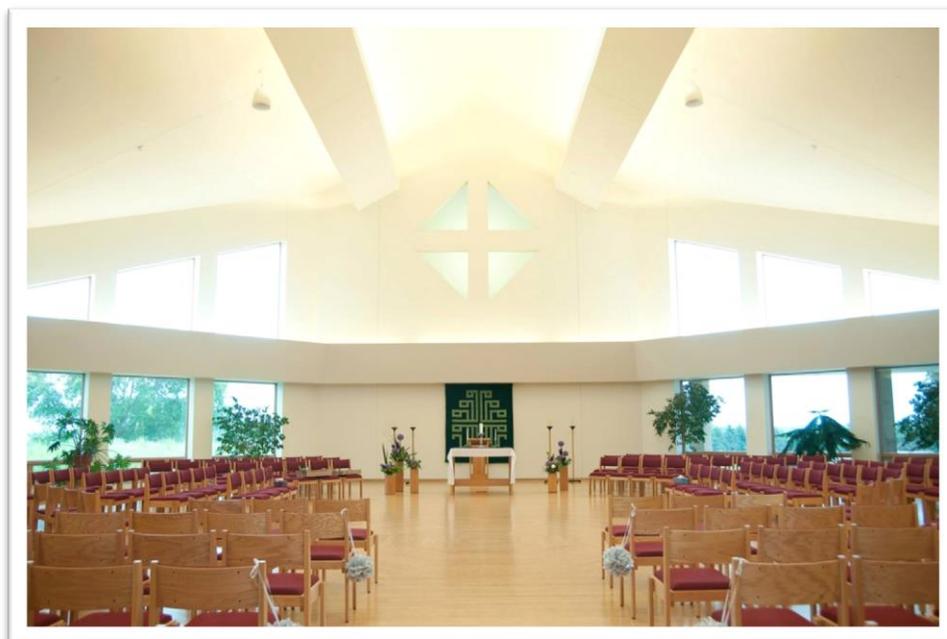
Music:

It is the couple's responsibility to contact and pay the musicians whom you wish to play or sing at your ceremony. The monastery's piano and organ may be used for no additional fee.

Room Options for Ceremonies

Assembly Room:

The Assembly Room is the main chapel in the monastery building and has a capacity of 300 people. The chairs are set up in an octagon that mimics the shape of the room. Included in the fee is the assembly room, two dressing rooms, the use of the gathering area next to the assembly room for your guests to socialize before and after the ceremony and the help of a monastery wedding host.



Outdoor Ceremonies:

The Lake Lawn View which overlooks the 10,000 year old glacial Lost Lake is a beautiful option for an outdoor wedding. The space seats up to 300. The Hospitality & Event Coordinator can show this location to the couple during a tour of the facility.



If a couple decides they would like to hold their ceremony outside, but the weather does not cooperate, the ceremony can be moved inside to the Assembly Room or Retreat and Guest House Garden Room depending on the size of the wedding at no extra charge.



Fees and Payments

ASSEMBLY ROOM

Total fee for a wedding or ceremony:

Assembly Room

\$1,425 + \$135 refundable damage deposit = \$1,560

Lake Lawn (Outdoor) Ceremonies

\$1,625 + \$135 refundable damage deposit = \$1,760

Garden Room/Monastery Garden

\$875 + \$135 refundable damage deposit = \$1,010

**If paying with credit or debit card a 3.5% transaction fee is added to the total amount charged.*

Cash, checks or credit cards are acceptable forms of payment. Please make the **check payable to *Benedictine Women of Madison***.

Damage Deposit:

- The damage deposit will be returned within 30 days after the ceremony if there is no additional cleanup, extended times or damage to the equipment or facility caused by the couple, guests or contracted vendors.
- Additional charges may be incurred if the cost to repair the damage is more than \$135. An itemized bill will be submitted to the couple for reimbursement.

Reservation Fee:

A **non-refundable reservation fee**, which is 50% of the total fee plus the \$135 damage deposit, will be submitted with the Ceremony & Reception Reservation Form when reserving the date.

- If the couple does not have the deposit available, they may have up to 10 business days to submit the check. If after 10 business days the deposit has not been received, the reservation will be removed from our calendar.

Final Payment:

The balance of all fees (remaining 50% of rental cost and any other additional services) must be paid **two weeks prior to the ceremony**. The ceremony will not begin until all fees are paid in full.

Rules and Guidelines for Using the Monastery Facilities

Setup for the Ceremony:

The Assembly Room has a capacity of 300 people. The chairs, organ and piano may not be moved or removed for ceremonies.

Dressing Rooms:

Separate dressing rooms will be provided for the couple and their attendants for no additional fee. Guests may “upgrade” their dressing room for a fee of \$110.

Wedding Arch:

We offer a wedding arch for use during outdoor weddings as a backdrop for the couple. Flowers or greens can be attached to the arch using twist ties or pipe cleaners. The rental fee for the arch is \$50.

Decorations:

The couple is responsible for designating friends or family members who will install and remove the decoration before and after the ceremony. All décor must be removed from Holy Wisdom on the day of the ceremony.

Florists

The couple may use the florist of their choice. Arrangements for flowers are the responsibility of the couple. The couple is responsible for coordinating the delivery and removal of all flowers within the ceremony time block.

Hanging Decorations and Signs

No tacks, staples, nails, wire, glue, sticky tape, screws, pins, or gum may be used on the walls, floor, woodwork, chairs or any furnishings.

The monastery is decorated during the season of Advent, Christmas and Easter. Once these decorations are in place, they are not to be removed until after the end of the season, the couple may incorporate them into their wedding scheme.

Candles

Due to fire codes and safety issues, there shall be no candelabras or candles standing in the aisles or fastened to chairs. The unity candle and two side tapers do not need to be enclosed with a glass hurricane as long as they remain on the altar.

Rental Equipment

Outdoor weddings must arrange for the rental of chairs and sound system/microphones, if needed.

You may contract with a rental service of your choice. Because this facility does not have room to store equipment for the following day, all rental equipment must be delivered and picked up on the day of the ceremony. These things cannot be left or stored at Holy Wisdom Monastery beyond the time block you have reserved. Leaving rental equipment at the monastery will automatically forfeit the \$135 damage deposit.

Rice, Birdseed, Glitter, Flower Petals and Confetti:

Rice, birdseed, glitter, real flower petals and confetti may not be used in and around the monastery. A flower girl may drop artificial flower petals down the center aisle which must be picked up after the ceremony. Outside the monastery you may blow bubbles, light sparklers, release butterflies, or anything else that has been approved by the Hospitality & Event Coordinator and is environmentally safe.

Sound System:

The use of the sound system and microphones for indoor weddings are included in the ceremony fee. Recorded music from CDs and MP3 players can be broadcast through the monastery sound system. Outdoor weddings must provide their own sound system and microphones.

Tobacco Use:

Smoking is not permitted in the buildings or out of doors on the grounds. Please make sure your guests are aware of the smoking policy.

Food and Beverages:

Food and beverages are not allowed in the assembly room, although they are allowed in other areas of the building. If a couple chooses to bring food and drinks, such as bottled water, sandwiches or snacks, all trash, food, water bottles, etc. must be cleaned up before the wedding party leaves.

Cleanup and Maintenance:

Every effort should be made to leave the building and grounds in good condition when the event is finished. Please place trash and recyclables in the appropriate receptacles. At the end of the event please ensure that all areas used are clean and left in the condition in which they were found. Please be sure to take all of your belongings with you Any extra clean up or repairs needed after your party leaves, will be withheld from your damage deposit. The Hospitality & Event Coordinator determines and has final say on what she considers excessive cleaning.

Accessibility:

Holy Wisdom Monastery is accessible to all. Chairs may be temporarily moved to allow access for a wheelchair.

Noise Levels:

Music, presentation and conversation sound level should be managed to preserve the peace of the monastery and the nearby Retreat and Guest House.

Parking:

Parking for your ceremony is available in the monastery parking lot, along the driveway leading up to the monastery, behind the monastery and in the Retreat and Guest House parking lot.

Marriage License:

Bring the marriage license to the ceremony. Your officiant fills out the license, the witnesses sign it, and then the officiant sends it to the Register of Deeds in the county where you were married. The marriage license is then processed and becomes your wedding certificate. *****Holy Wisdom is in the Township of Westport*****

Questions:

If you have further questions about reserving Holy Wisdom for your wedding or ceremony or would like to set up an appointment for a tour of Holy Wisdom Monastery, please contact Amanda Conway, Hospitality & Event Coordinator at weddings@benedictinewomen.org (preferred), or 608-836-1631 x 100.





Holy Wisdom Monastery 2017 Wedding Reservation Form

Assembly Room:
\$1,425+ \$135 refundable damage deposit = \$1,560

Lake Lawn (Outdoor) Ceremony:
\$1,625 + \$135 refundable damage deposit = \$1,760

Garden Room/Monastery Garden Ceremony:
\$875 + \$135 refundable damage deposit = \$1,010

50% of Rental Fee + \$135 Security Deposit is Required to Confirm Reservation.
Remaining 50% of payment due 2 weeks before ceremony date. All rates subject to change
**If paying with credit/debit card a 3.5% transaction fee is added to the total amount charged.*

Please complete this form and mail it with **non-refundable deposit** and **damage deposit** to:
Holy Wisdom Monastery, Attention: Weddings, 4200 County Road M, Middleton, WI 53562
Make checks payable to Benedictine Women of Madison

Today's Date: _____

Rehearsal Date: _____

Time of Rehearsal: _____
(rehearsals are 4:00 to 5:00 PM or 5:00-6:00 PM)

Ceremony Date: _____

Time of Ceremony: _____

Number of guests anticipated _____

Ceremony Time Block:

10:00 AM – 2:00 PM 3:00 PM – 7:00 PM

*****When determining the time of the ceremony, please consider the time needed for decorating, dressing, guest arrival, picture taking before and after the wedding & cleanup after the wedding. You cannot arrive earlier or stay later than your chosen time block.**

Couple information:

Name 1: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ **Work:** _____ **Cell:** _____

Email Address: _____

