



## Pres House Chapel Wedding Ceremony Guidelines

731 State Street, Madison, Wisconsin 53703

Voicemail: 608.216.7319 Email: [wedding@preshouse.org](mailto:wedding@preshouse.org)

### Facility Rental Fee

***The cost to rent the Pres House chapel for a wedding is \$1195.***

The fee includes:

1. Rental of the chapel for a 1-hour rehearsal
2. Rental of the Pres House chapel for a designated 3 ½-hour time slot on the wedding day.
3. Rental of the bridal room (lower level)
4. Rental of the Pridham Lounge (main level)
5. Pres House Wedding Coordinator's fee
6. Custodial services before and after wedding

### Security Deposit Fee

***In addition to the facility rental fee, Pres House requires a \$150 security deposit.*** The security deposit of \$150 will be refunded after the wedding unless:

1. Alcohol is used on the premises.
2. There is damage to the church or its property in the judgment of the Wedding Coordinator and/or Pres House staff.
3. Additional clean up is needed after the ceremony.
4. Fees are not paid in full before the wedding day.
5. All items are not removed within the block of time the space is rented.

***Disclaimer:*** *If an event beyond Pres House's control occurs (such as, but not limited to, fire, flood, vandalism, etc.) prohibiting use of the church, Pres House will refund the full amount paid. No other guarantees are made for reimbursement.*

### Wedding Reservation Form and Deposit

The wedding couple may go online at <http://preshouse.org/weddings/> to print the **Wedding Reservation Form** at the end of these guidelines. The reservation may be made in person, by fax, mail or email. Please check the Pres House calendar at <http://www.preshouse.org/cal.main.cfm> for wedding date and time availability before submitting the Wedding Reservation Form. A **\$750 deposit** (\$600 wedding deposit plus \$150 security deposit) will also be submitted with the Wedding Reservation Form. If the couple does not have the \$625 deposit available, they will have up to 10 business days to submit the credit card information. If after 10 business days the deposit has not been received, the wedding reservation will no longer be held for the couple. *The remaining wedding fee balance of \$595 and any additional fees are due at least one week prior to the scheduled wedding.*

### Cancellation Policy

Your \$600 wedding deposit plus \$150 security deposit will secure your reservation. The wedding deposit will not be refunded if the reservation is cancelled. But the \$150 security deposit will be returned due to cancellation.

### Scheduling

#### Rehearsals

A Saturday wedding typically schedules the rehearsal on the Friday evening before the scheduled wedding date. The three allotted times for rehearsals are from 4:45-5:45 p.m., 6:00-7:00 p.m., or 7:15-8:15 p.m. You will be asked to select and prioritize two different time slots on the Wedding Reservation Form. The rehearsal time will be determined on a first come, first serve basis. There may be instances, such as a Friday wedding or other events, where you may be asked to have your rehearsal outside of these times. The Wedding Coordinator will make the final decision and will confirm the time with you once she knows it. (Weddings on days other than a Saturday will schedule their rehearsal separately with the Wedding Coordinator.)

## Weddings

Weddings are generally scheduled on Saturdays. On Saturdays, Pres House reserves the chapel in three different time blocks. The time slots for weddings are: **8:00 a.m.–11:30 a.m., 12:00–3:30 p.m., or 4:00–7:30 p.m.** When reserving a time slot, you must be in and out of the building during that time, but you are not required to use the whole time. The half hour between each time slot is reserved for the Wedding Coordinator to do general housekeeping between weddings to put the chapel back in order; therefore the time block cannot be extended. **If you would like to reserve the Chapel for a longer period of time you may request additional time at a rate of \$200 per hour or \$100 per half hour.** Friday weddings can be scheduled during the summer months. (The school year is defined by the University of Wisconsin calendar. <http://www.secfac.wisc.edu/acadcal/>) The time block for the Friday wedding will be worked out with the Wedding Coordinator. The chapel is not available for Sunday weddings.

## **Wedding Officiant and Ceremony**

You must arrange for the minister or judge of your choice. The Wedding Coordinator does have a list of names of people available to conduct your ceremony, if help is needed in finding someone to officiate. We are open and flexible about the design of your ceremony.

## **Pres House Wedding Coordinator: Amy Gile, Certified Event Planner**

[wedding@preshouse.org](mailto:wedding@preshouse.org); Office 608.216.7319; Mobile 608.213.4932

We have found that it is helpful to both your wedding party and to Pres House, if there is a Wedding Coordinator. The job of the Wedding Coordinator is to meet with the prospective wedding couple to give them a tour of the facility and provide information as needed before the wedding day. She will answer all wedding inquiries and questions via phone calls, emails and/or appointments set up with her. The Wedding Coordinator will manage the online wedding calendar. She will keep track of each wedding couple and will make sure all fees are paid before the wedding day. She is available to help the couple coordinate some of the details of the ceremony leading up to the wedding day. The Wedding Coordinator will be on site to open the doors and prepare the building for use during the wedding rehearsal and the ceremony. She will help orchestrate the flow of the rehearsal and will be available for any questions or support needed by the wedding party during the rehearsal or wedding day. On the wedding day she is available to troubleshoot any problems that might arise for the wedding party or guests and will help make sure the ceremony run smoothly. After the wedding, she will walk through the building to make sure the facility has been picked up by the wedding party and will determine if the security deposit will be returned to the bridal couple.

**Gratuity is optional.**

## **Setup**

The Chapel seats approximately 190 people on the main floor and an additional 75 in the balcony. Typically there are approximately eleven rows and eight or nine chairs on each side of the center aisle. Specific seating set-up requests can be discussed with the Pres House Wedding Coordinator prior to the wedding. The organ, altar, and banner on the wall may not be moved or removed for weddings. Other furniture may be moved, but must be returned to its original location after the wedding.

## **Dressing Rooms**

The wedding party will be able to use the Pridham Lounge (main level), restrooms and the Bride's Room (lower level) for dressing and gathering. One unisex restroom is located on the main floor near Pridham Lounge and additional large restrooms with a dressing mirror are located in the lower level for the wedding attendants. The bride is given her own dressing room, called the Bride's Room, for getting ready. **Many brides have found that the Allison Lounge on the second floor better suits dressing room needs.** The Allison Lounge provides a larger space so the bride and bridesmaids may get ready together and the space is much prettier for pictures. The bride and her bridesmaids are encouraged to come with hair and make-up already done. The groom and his groomsmen are encouraged to come dressed and ready since there is somewhat limited space for them to get dressed in the unisex restroom next to the Pridham Lounge where they will gather and wait before the wedding. Wedding party attire may not be left in the building overnight after the rehearsal.

## **Decorations**

No tacks, staples, nails, wire, glue, sticky tape, screws, pins, or gum may be used on the walls, floor, light fixtures, chairs or any furnishings in accordance with policies for the preservation and maintenance of a historical landmark. The most common method of attaching flower bouquets to the chairs on the aisle is to use ribbon or "pipe cleaners". They hold the flowers securely, and make it easy to attach and remove the flowers after the wedding. Floral arrangements may be placed on top of or in front of the altar, on the two plant stands, and on the wedding program/guest book table in the back of the church. Please communicate these restrictions to your florist/decorator.

Due to fire codes and safety issues, there shall be no real candles except for the unity candles at the front altar. Candles placed on the altar should have appropriate cover underneath to protect the wood furnishings. Candle wax spilt and not cleaned up on the altar or carpeting will automatically forfeit the security deposit. 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. Candles may not be placed on the piano or organ. Pres House does not provide the candles or candelabras. If you would like to decorate the chapel in a way not listed above, the Wedding Coordinator should be consulted and prior approval is required. Parties cannot decorate the chapel without prior approval of the Wedding Coordinator. We encourage you to keep your decorations simple. The chapel's understated elegance makes it a beautiful neo-gothic church.

### **Photography**

We do not have any restrictions for the photographer, but check with the Officiant who will be conducting the service for their guidelines on photography. Flash photography is up to the wedding couple.

### **Music**

We do not have any restrictions on the type of music or songs used during the ceremony, but check with the Officiant who will be conducting the service for their guidelines on music. If you need help with a recommendation, the Wedding Coordinator has names of pianists and instrumentalists that have previously worked at Pres House.

### **Rental Equipment**

You may contract with a rental service of your choice. If you choose to rent or buy an aisle runner, a 50-foot aisle runner will extend from the narthex to the chancel. 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 wedding. If you decide to rent chair covers, etc., you will need a family member or friend who is willing to take the rental with them after the ceremony is over. These things cannot be left or stored at Pres House beyond the time block you have reserved. Leaving rental equipment at the church will automatically forfeit the security deposit. We are not responsible for returning equipment to a rental company.

### **Rice, Birdseed, Confetti, Glitter and Flower Petals**

Throwing rice, birdseed, glitter or confetti is not permitted inside or outside the church building. Please make sure your bridal party and guests are aware of this policy. The use of these materials will result in the automatic loss of the security deposit. Any excessive cleanup cost, above and beyond the security deposit, will be charged an hourly labor charge, per employee, needed to complete the work. Real flower petals used by the flower girl are also not permitted because they can stain the carpet. We do allow artificial flower petals to be used if the wedding party cleans up the petals after the ceremony. Extra clean up needing to be done by the Wedding Coordinator will be taken from the security deposit.

### **Cleanup and Maintenance**

All users of the church facility are expected to leave the church in the same condition as they found it. Any food must be taken out of the building after the wedding is over. Clean up all the rooms. Take all of your belongings with you when you leave. Dispose of any refreshment containers, flower boxes, etc. A double-check of the room is always a good idea. It is helpful to assign this task to a friend or family member when planning for your wedding day. Any extra clean up needed after your wedding party leaves will be taken from your security deposit. The Wedding Coordinator determines and has final say on what she considers excessive cleaning.

### **Damage**

All user groups are responsible for conducting their activities in a safe manner. Any and all damage to church property will be billed to wedding party and security deposit will be forfeited. If the amount of damage is greater than the \$150 security deposit, an itemized bill for the cost of repair will be submitted to the wedding couple for reimbursement.

### **Food and Beverages**

Food and beverages are not allowed in the Chapel, although they are allowed in other areas of the building. The wedding party must clean up food and beverages before they leave the building. **Alcoholic beverages or illegal drugs are not allowed in Pres House at any time.**

### **Tobacco Use**

Tobacco use is prohibited in the church building or on church property. Please make sure your wedding party and guests are aware of the no smoking policy.

## **Security**

For your security and ours, only the doors approved by the Wedding Coordinator are to be used by your group. This will protect your personal property. Encourage your wedding party to keep valuables (purses, gifts, cameras, etc.) with them or give them to someone in your party for safekeeping.

## **Parking**

We are located on the University of Wisconsin campus and parking can potentially be an issue during UW football or basketball home games, state or national tournament game weekends, etc. You may want to check the online UW Sport and Kohl Center schedule at [www.wisc.edu/events/](http://www.wisc.edu/events/). Photographers, florists, and musicians are allowed to temporarily park (15-20 minutes) to unload equipment from the Library Campus Mall in front of Pres House. However, they must move their vehicle to public parking immediately after unloading. There is public parking in the Lake Street City Ramp just one block away. You may also call the Madison Transportation Department to reserve six (6) parking stall for your wedding party, family members, or special guests on Langdon or Lake Street. The six (6) meter bags are free and any additional bags cost \$15 each. Call the Department of Transportation at 266-4761 before picking up the bags at 215 Martin Luther King Jr. Blvd., Room 120. It is the couple's responsibility to pick up the bag and bag the meters. Although I would suggest that it might be helpful to bring the bags to the rehearsal and then bag the meters after 6:00 p.m. so that the parking stalls will be available the next day for the wedding.

## **Air Conditioning**

Pres House is air-conditioned. Please let the Wedding Coordinator know what temperature you would like the chapel thermostat set at. Please be aware that it takes some time for the chapel to cool down and closing the doors leading into the chapel helps cool it down quicker and keeps it cool.

## **Piano Tuning**

Pianos are affected by temperature changes and by moving the piano; therefore we cannot guarantee perfection for this reason. The Chapel piano will sound in tune for the average person. But if you are keenly aware because you have perfect pitch, or have a vocalist or musician who would like the piano tuned especially for your event, there is an additional charge of \$100. If you would like the piano tuned, please let the Wedding Coordinator know at least 6 weeks before your wedding day.

## **Sound System**

The acoustics in the Chapel are very good. However, if your Officiant or reader is soft spoken, you want to make sure your guests clearly hear your vows, or you have a large number of guests, you may want to consider sound equipment. You are welcome to bring in your own sound system as long as it is delivered and removed within the time you have the building reserved. The use of Pres House's system requires the services of a technician provided by Pres House to run the soundboard for any microphones. You may request the use of the Pres House sound system and technician at a cost of \$100 per event. You must let the Wedding Coordinator know at least 6 weeks before your wedding of any sound or microphone needs you may have. The sound technician will be provided only on the day of the wedding and is not available for the rehearsal and availability is subject to his personal schedule. Our sound system is primarily used for voice amplification, but we can also play a CD for your wedding. The Pres House sound technician will be the "button pusher" if you provide him with the list of songs and where in the ceremony they will be used. It is helpful if you burn all the songs onto one CD in the correct order you wish them to be played.

## **Handicapped Accessibility**

You may drive onto the Library Campus Mall and temporarily park to drop off guests who need handicap access or have difficulty walking. Once the guests have been dropped off, you must move your vehicle to public parking. The nearest parking facility is Lake Street Ramp, one block away. There is a ramp leading to the first floor where the Chapel is located. There is an accessible restroom facility on the main floor.

## **Pets**

Pets are not allowed in the building unless they are assisting individuals.

## **Driving Directions for Your Invitations**

Heading west on University Avenue, turn right on Lake Street and park in the Lake Street Ramp. Walk a half a block to State Street, turn left, and walk one block to Pres House. The Pres House Chapel address is 731 State Street, Madison, WI 53703.

### **Sound Conflicts with Mall events** (*pertains mostly to the warmer months of April thru October*)

There are times when a band plays on the stage on the Library Mall, just outside of Pres House. Therefore you might consider purchasing a \$15 "Amplification Permit" for your wedding day to prevent a band from buying a permit during the time of the ceremony. While we have not had real problems with this previously, we want to make you aware of this possibility and what you might do if it concerns you. Please check out the City of Madison Parks website or call them at 608.266.4711 for more information.

### **Pres House Concealed Carry Policy**

Pres House prohibits staff, residents and visitors from carrying weapons anywhere on the property including the church and apartment building.

### **Questions**

If you have further questions or would like to set up an appointment for a tour, please contact Amy Gile, the Pres House Wedding Coordinator, at [wedding@preshouse.org](mailto:wedding@preshouse.org) or via phone at 608-216-7319 (voicemail) or 608-213-4932 (cell).

## **RENTING PRES HOUSE FOR YOUR REHEARSAL DINNER**

### **Facility Rental Fee**

***The cost to rent Pres House for your rehearsal dinner is \$150.*** This fee includes:

1. Rental of the Pridham Lounge (main level) for a 3-hour time block on the day of your wedding rehearsal. (You must be in and out of the building within the time reserved. However, you are not required to use the whole time.)
2. Use of the kitchen and unisex bathroom next to kitchen (main level)
3. Fireplace usage
4. Building staff fees
5. Custodial services

*Disclaimer: Staff initiated and/or PSCF sponsored programs, projects and events have priority in scheduling the building during the University of Wisconsin calendar school year. Pres House reserves the right to the use of all the rooms.*

### **Catering Service and Equipment**

Pres House does not provide catering service. Wedding parties reserving the space will provide their own food, place settings (dishes, glassware, silverware, serving dishes and utensils, etc.), decorations and staff to setup, serve and cleanup.

### **Room Usage**

During the rehearsal dinner, only the doors unlocked for your wedding party and guests are to be used for entrance and exit of your group. The wedding party may only use Pridham Lounge, the kitchen and unisex bathroom next to the kitchen. It is the responsibility of the wedding couple to see that people do not enter unassigned areas.

### **Staffing**

Pres House staff must be present during the rehearsal dinner from the time the first person arrives until the last person leaves. The Wedding Coordinator is on site to open and close the building and handle any building-related issues that arise during the event. Staffing fees are included in the room costs. Pres House does not provide security for your event.

### **Table and Chair Set Up and Take Down**

Pres House provides tables and chairs for each event. The wedding party reserving the room is responsible for setting up and taking down the tables and chairs. We suggest that the number of people be limited to a maximum of 60 guests. We have 10 round tables, which can accommodate 6 people each. These tables are 58 inches in circumference.

### **Furniture**

Furniture is not to be removed from the Pridham Lounge without the approval of the Wedding Coordinator. Furniture must be returned to its proper location. No church property may be removed from the building.

### **Fireplace Usage**

The Pridham Lounge fireplace is to be used only with permission. User must see Pres House staff for instructions on how to turn the gas fireplace on and off.

**Clean Up and Maintenance**

All users are required to leave the premises in the order in which they found it. This includes replacement of the furniture used, cleaning premises (and kitchen if used), disposal of trash in receptacles, closing windows and leaving the room in a general "picked up and orderly" appearance after use. All users of the church facilities are expected to leave the room in the same condition as they found it. Any "leftover" food must be taken out of the building after the event is over. A cleaning fee will be taken from the \$150 wedding security deposit if the Pres House staff needs to do additional clean up after the rehearsal dinner. The Wedding Coordinator will determine the additional cleaning fee.

**Damages**

Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the Pres House Wedding Coordinator. Building users agree to pay for any property damages or expenses if damage or expense occurs during the time they are using the facilities over and above the rental fee.

**Drugs, Alcohol and Tobacco**

Alcoholic beverages, illegal drugs or tobacco use is prohibited in the church building or on church property at all times. Please make sure your party is aware of this policy.

**Lost or Stolen Articles**

Pres House is not responsible for lost or stolen articles. If you've left something at the church, you may contact the Pres House office to see if anyone turned in the lost or forgotten item.

**Fees**

A separate reservation form must be submitted in order to reserve the Pridham Lounge and kitchen. The rental fee is due one week prior to the event. Fees will be charged in 3-hour blocks of time (this includes set-up and clean-up time by your party). If your event runs longer than originally scheduled, Pres House reserves the right to bill for the additional usage at the pre-established hourly rate of \$50/hour.

**Pres House Concealed Carry Policy**

Pres House prohibits staff, residents and visitors from carrying weapons anywhere on the property including the church and apartment building.

**Questions**

If you have further questions about reserving Pridham Lounge for your rehearsal dinner, please contact Amy Gile, the Wedding Coordinator, at [wedding@preshouse.org](mailto:wedding@preshouse.org) or via phone at 608-216-7319 (voicemail) or 608-213-4932 (cell).



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 731 State Street, Madison, Wisconsin 53703  
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Today's Date \_\_\_\_\_

**Description of Event:** (check all that apply) Rehearsal \_\_\_\_\_ Ceremony \_\_\_\_\_ Rehearsal Dinner \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_ **\*Time of Ceremony:** \_\_\_\_\_ **Date of Rehearsal:** \_\_\_\_\_  
 (\*When determining the time of the ceremony, please consider the time needed for decorating, dressing, guest arrival & pictures taken before and after the wedding. For example, a 12-3:30 time slot will have a ceremony start at 1 or 1:30 p.m.)

**Bride:** \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Groom:** \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contact Person** (if different than above): \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Name of Officiant:** \_\_\_\_\_ **Church Affiliation** (if applicable): \_\_\_\_\_

**\*Name and address where security deposit should be mailed after wedding:** \_\_\_\_\_

**TIME OF REHEARSAL/CEREMONY/REHEARSAL DINNER**

<p><b>Rehearsal</b>            Friday evening prior to wedding date.  <i>(Rehearsal time will be determined by the Pres House Wedding Coordinator.)</i></p>	<p><i>Select Top Two Preferences (indicate order of priority)</i>  <input type="checkbox"/> 4:45–5:45 pm _____  <input type="checkbox"/> 6:00–7:00 pm _____  <input type="checkbox"/> 7:15–8:15 pm _____</p>	<p>Comments:</p>
<p><b>Ceremony</b>            3½-hour time block reserved on a Saturday. <i>(Friday ceremonies may be scheduled in the summer months with the Wedding Coordinator if the chapel is available.)</i></p>	<p><i>Choose One:</i>  <input type="checkbox"/> 8–11:30 am  <input type="checkbox"/> 12--3:30 pm  <input type="checkbox"/> 4–7:30 pm</p>	<p>Comments:</p>
<p><b>Rehearsal Dinner</b>            3-hour time block following the wedding rehearsal.</p>	<p><i>Choose One:</i>  <input type="checkbox"/> 4:30 – 7:30 pm  <input type="checkbox"/> 5:45 – 8:45 pm  <input type="checkbox"/> 7:00 – 10:00 pm</p>	<p>Comments:</p>

**Room(s) requested:** (Check all that apply)

Chapel  Pridham Lounge (1st floor)  Bridal Room (lower level)  Allison Lounge (\$100 additional fee)

**Equipment needed:** Number of guest anticipated for ceremony? \_\_\_\_\_

*Check all that apply:*  Piano  Piano Tuning (\$100 additional fee)  Sound system (\$100 additional fee)

Organ

**Pres House Wedding Ceremony Facility Rental Agreement:**

I understand that the fee to rent Pres House for my wedding is \$1195. My deposit of \$ \$750 is enclosed (\$600 for facility rental fee plus \$150 security deposit). I understand that if I cancel the reservation I will forfeit the \$600 deposit. The \$150 security deposit will be returned. I will pay the remainder of fees to Pres House at one week prior to the wedding date. This fee includes the building rental for a 1-hour rehearsal and a 3 ½-hour time block for the wedding ceremony, on-site wedding coordinator fee, custodial fee and any other fees agreed upon by the wedding party and Pres House. (All final fees will be determined by the Pres House Wedding Coordinator prior to the final payment.) I have read the Pres House Wedding Ceremony Guidelines and agree to them in full. I agree to forfeit my security deposit and pay for any additional costs due to damage or extra cleaning needed as a result of this event.

Signed: (A signature is required): \_\_\_\_\_

**Please tell us how you heard about Pres House:** \_\_\_\_\_

If you found us on the Internet, what website? \_\_\_\_\_

**To Pay by Credit Card:** Please charge my payment of \$ \_\_\_\_\_  MasterCard  Visa  Discover

Card Number \_\_\_\_\_

Security Code (3 digit number located on the back of the card) \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date paid \_\_\_\_\_

**For Office Use Only**

**First installment & security deposit**

\*Deposit (initial payment of \$750) \$ \_\_\_\_\_ Paid by Cash/Check/Credit Card \_\_\_\_\_

**Final payment (due one prior to wedding day)**

Final Building Fee Payment (\$600) \$ \_\_\_\_\_

Rehearsal Dinner (\$150) \$ \_\_\_\_\_

Sound Equipment/Technician (\$100) \$ \_\_\_\_\_

Allison Lounge (\$100) \$ \_\_\_\_\_

Additional Time Rental (\$200/\$100) \$ \_\_\_\_\_

**Total Fees \$** \_\_\_\_\_ Paid by Cash/Check/Credit Card \_\_\_\_\_

**Security Deposit Refund Amount \$** \_\_\_\_\_ Date Security Deposit Refunded \_\_\_\_\_