

The Clarice L. Osborne Memorial Chapel
515 6th Street, Baker University
Baldwin City, KS 66006

Wedding Scheduling Information and Reservation Form

We are pleased you are considering renting the Clarice L. Osborne Memorial Chapel on the campus of Baker University as the site for your wedding. The following information will assist you with determining arrangements.

RESERVATIONS

The chapel provides seating for just fewer than 100 people. If your wedding party and guests total more than 100 people this facility will not accommodate your wedding. The chapel is open Monday through Friday from 7:00 a.m. until 5:30 p.m. It is open by appointment only on evenings & weekends. Please call the University Minister's office at 785-594-4553 or you can e-mail the chapel secretary (kim.heckathorne@bakerU.edu) to arrange for the chapel to be open for your visit.

The chapel is located on a university campus. There are days of special events when the chapel may not be available, such as Family Day in September, Homecoming in October and December/May Graduations. Please check with our office as to what those specific dates are. If scheduling your wedding on a day when Baker University is closed (i.e. Thanksgiving or Christmas Break), please plan accordingly, as there will be nobody on campus from our Maintenance Department to assist with any problems (snow or ice on sidewalks, steps, etc.) caused by inclement weather, should that be an issue. We cannot guarantee that campus events or other activities will not cause tourist activity and interference the day of your wedding. However, we can schedule your wedding for the best possible time if accurate arrival and departure times of your wedding party are indicated on the reservation form.

Weddings may be scheduled through the Chapel Secretary, 785-594-4553. Reservations allow one hour on site for the wedding rehearsal and three hours on site for the wedding. **This rental fee and agreement does not include honoraria for clergy, musicians, or other additional contracted services.** In addition, other groups reserve and use the chapel throughout the week during daytime and evening hours. If additional rehearsal time is necessary for musicians or others from your wedding party, do not assume the chapel is available. Prior arrangement with this office is necessary to schedule a time when the chapel is available.

Your reservation will be confirmed and placed on our calendar upon receipt of your signed reservation form and the \$50 (refundable) damage deposit, provided that the chapel is available the day and time of your request. **The balance of the rental fee is due one month before your wedding date. Payment must be made by cash, check or money order. Credit cards are not accepted.** Send the deposit and the signed request form to **Baker University, ATTN: Chapel Secretary, Osborne Memorial Chapel, P.O. Box 65, Baldwin City, KS, 66006.**

FEES

Rental for wedding:

No Baker affiliation \$ 400.00

Alumni, current Baker University Students, Trustees, Faculty and Staff \$ 200.00

Plus: Refundable damage deposit (required to confirm reservation) \$ 50.00

Total cost: No Baker affiliation: \$450 (includes refundable \$50 deposit)

Baker affiliation: \$250 (includes refundable \$50 deposit)

CLERGY/MUSICIANS

It is the sole responsibility of the bridal couple to arrange for ordained clergy or other official to perform the service. Bridal couples are to contact and make all arrangements for accompanists and musicians to perform at your wedding. You may contact the Baker University Music Department, 785-594-8478 to obtain a current list of local and student musicians that can be contracted to perform.

AUXILIARY SERVICES

If you're interested in having your rehearsal dinner or reception here on campus, you can contact Baker Food Services, 785-594-8333. They will be happy to discuss options available. To arrange for additional services (use of other campus buildings, rooms or additional departmental services) contact Coordinator of Conference Services, 785-594-8334.

RESTRICTIONS

Furnishings and fixtures are considered permanent and may **NOT** be moved to another room or removed from the building or borrowed for another event for any purpose. This includes all the fixtures in the chapel building and in the lower level including offices, kitchenette, prayer room, maintenance room, and all storage spaces (baptismal font, cross, banners, candles, candlesticks, candelabras, altar table, altar rail, plants, baskets, trash receptacles, hymnals, organ, electric piano, office chairs, decorations etc.).

To preserve the beauty of the chapel and furnishings you may **NOT** use **nails, hooks, tacks, screws, masking tape, florist putty, scotch-tape or staples** in or outside the chapel. Do not use **rice** (kills the birds), **birdseed** (causes weeds to grow in the chapel lawn), or **confetti** (trash) to throw at the bride and groom while inside the chapel or on campus property. Only dripless candles are acceptable. **It is not permitted to possess and/or consume alcoholic beverages while on campus property. Baker University is a smoke free environment. No one is allowed to use tobacco products, in all forms, while inside campus buildings including the Osborne Chapel (upstairs, lower level and in the toilet facilities).**

CANDELABRAS

We have two different styles of candelabras available for your use. Two gold tone finish, with seven drip less candles, and one which is onyx bronze with five drip less candles. You can purchase your own drip less candles in a color and height of your choice or indicate on the reservation form if you'd like to use the "tube candles" we have available.

Do not hesitate to contact the Chapel Secretary if you have further questions. Notify this office immediately to approve of any changes in plans previously indicated on the reservation form.

CHAPEL RESERVATION FORM

BRIDE: _____ **PHONE:** (____) _____

Home Address: _____
Street Address City State Zip

E-mail Address: _____

GROOM: _____ **PHONE:** (____) _____

Home Address: _____
Street Address City State Zip

E-mail Address: _____

Deposit Refund Information:

Refund check made payable to: _____

Address to send check: _____
Street Address City State Zip

WEDDING DATE: _____ **The service will begin at:** _____ a. m. / p. m.
Month Day Year

Indicate the *three* hours you'd like to reserve the day of your wedding:

Arrival time: _____ a.m. / p.m.

Departure time: _____ a.m. / p.m.

REHEARSAL DATE: _____ **TIME:** _____ a. m. / p. m.

Clergy / Official: _____ **Phone:** (____) _____
Name

Please indicate: Current Baker student, Alumni, Trustee, Faculty or Staff (for reduced rental rate):

Name Approximate graduation or employment date

Payment of the \$50.00 (refundable) damage deposit must be submitted with this form to reserve your requested date. **The remainder of the rental fee (\$400/\$200) is required one month prior to the reserved wedding date. Payment must be made by cash, check or money order. Credit cards are not accepted. Remember, we permit three hours on site for weddings, and one hour on site for rehearsals.** Make checks payable to **BAKER UNIVERSITY** and mail to: **Baker University, ATTN: Chapel Secretary, P.O. Box 65, Baldwin City, KS 66006.**

I hereby release, relieve, discharge and hold harmless Baker University, its officers, trustees, employees and representatives, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out of or in connection with this event. By signing below, I acknowledge that I have read and understand this release of liability.

Renters Signature: _____ **Date:** _____

Signing this form means that you; others working under contract for you (florist, minister, officials, planners etc.), family members, others in your wedding party, and those attending your wedding will comply with the restrictions outlined in this contract. By not adhering to the time allotment and all other restrictions as outlined will result in forfeiture of the deposit and additional restitution if deemed necessary to return the chapel, the University facility and campus grounds to their original condition.

For Office Use Only:		
Total Charge: \$450 / \$250	\$50 Damage Deposit Received: _____	Cash or Check # _____
Date Balance Due: _____	Amount Due: _____	
Date Balance Paid: _____	Amount Paid: _____	Cash or Check # _____