



Conference and Events Office

2911 Centenary Boulevard | Shreveport, LA 71104

318.869.5778 | centenary.edu

## WEDDING INFORMATION SHEET

Today's Date: \_\_\_\_\_

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

Time: \_\_\_\_\_

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

Time: \_\_\_\_\_

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

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

\_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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

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

\_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

What is your relationship to the College?

Employee: \_\_\_\_\_ Alumni: \_\_\_\_\_ Current Student: \_\_\_\_\_ None: \_\_\_\_\_

Name of Alumnus/Current Student and Year of Graduation: \_\_\_\_\_

Are you working with a wedding planner? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please provide his/her contact information. \_\_\_\_\_

Liability Insurance Provided: Homeowners Ins. \_\_\_\_\_ Special Event Policy \_\_\_\_\_

*To Be Completed by Centenary Conference & Events Department*

**Security & Cleaning Deposit:** \_\_\_\_\_ **Chapel Balance:** \_\_\_\_\_

**Chapel Balance Due Date:** \_\_\_\_\_

Received By: \_\_\_\_\_

Received Date: \_\_\_\_\_

## WEDDING POLICIES

- I. All weddings are to be scheduled directly with the Community Services Department by calling (318)869-5778 or emailing [events@centenary.edu](mailto:events@centenary.edu). At the time of the scheduling, you will complete a Wedding Information Sheet and a Rental Agreement.
- II. The fee for use of Brown Chapel is \$1,400. Current students, alumni, and employees of Centenary College are eligible for a 50% discount on this rate. See Sections XXI, XXII, and XXIII for further information.
- III. A refundable security deposit of 25% of the total amount due is required to cover any damages and extra cleaning of the facilities resulting from use. This deposit is IN ADDITION TO the facility use fee and will be refunded after the event, providing no damages are incurred. Facilities are expected to be left in "like found" condition after use in order to receive a deposit refund.
- IV. Payment in full is required 90 days prior to your event. In the event of cancellation, refunds will be made according to the following schedule:

90+ Days in Advance	100% Deposit Refund
31-90 Days in Advance	50% Deposit Refund; 50% Chapel Balance Refund
30 Days or Less	-0- Refund
- V. The Chapel of Centenary College is available only for wedding ceremonies celebrating a lawful union according to Louisiana State Laws. Rededication ceremonies of lawful unions are permissible.
- VI. Weddings are scheduled for the entire day to accommodate preparation and clean up. Please discuss your detailed schedule for the wedding day with the College's Conference & Events Coordinator a minimum of 3 weeks prior to your ceremony date. The couple is responsible for informing florists, photographers, and wedding party of their schedule for the wedding day, as well as for ensuring the Chapel is clean after the wedding.
- VII. Included in the Chapel charge is an evening for the wedding rehearsal, use of microphones (lapel or handheld), a podium, and a piano.
- VIII. Food and drink are not permitted anywhere in the Sanctuary with the exception to the Family Room and Small Chapel. In the designated areas, only snacks and light colored drinks should be consumed. No hot foods or dark beverages will be allowed anywhere on the premises.
- IX. Animals, with the exception of guide animals, are not permitted in the Chapel.
- X. Certain fixtures in the Chapel may not be moved (for example, the altar railing) due to their delicate constructions. Consult with the Conference and Events personnel if you would like to have any fixtures moved before your wedding. Please **DO NOT** move any Chapel fixtures yourself; the College's Facilities Services personnel must do this. The organ console may not be moved at any time.
- XI. Candles can be used only on the altar area, and they must be dripless or mechanical / LED. Candles should be extinguished and removed from the Chapel immediately following your event.

Waxed paper or plastic must be used under all candelabras. Candles may be used in the windows or down the aisle as long as a glass globe is covering the candle

- XII. The usage of any permanently affecting items (e.g. staples, tape of any kind, screws, or nails) in the interior or exterior of the chapel is not permitted. Clips or tape of any kind are not permitted to attach any decorations to pews, railings, or walls. Decorations should be tied or attached with rubber bands. No decoration of any kind may be placed on the organ pipes, wind chest, or on the wall behind the choir pews.
- XIII. Flowers, floral equipment, and all personal belongings should be removed immediately after the wedding service.
- XIV. Music arrangements requiring the use of the Chapel organ must be coordinated with Dr. Holly Watson. The use of her services is an additional fee, and is paid directly to her. She can be reached at (318)222-0604 x210.
- XV. A member of the Conference & Events staff will be available at your rehearsal and ceremony to operate the sound system for microphones and any recorded music at no additional charge.
- XVI. Centenary College is not responsible for any valuables lost or left behind in the Chapel.
- XVII. In the event that the Chapel is not cleaned, the deposit will not be returned. Cleaning of Brown Chapel includes all items brought into the Small Chapel and Family Room by guests, as well as the pickup of programs, flower petals, etc. in the Main Chapel and Foyer. Cleanup of Brown Chapel does not include the vacuuming or sweeping of any area, except in cases of major spills. Cleaning must be done by the renting party – cleaning services are NOT provided by Brown Chapel staff.**
- XVIII. No rice, birdseed, rose petals, etc. may be thrown in or around the Chapel. No unity sand or foot washing ceremonies may take place inside the Chapel. If flower petals are to be used in the Chapel, they must be artificial.
- XIX. When possible, the bride and/or groom and/or decorator may have access to the Chapel during the day on Friday the week of their scheduled wedding. Be aware that other events could be booked into the chapel and access will depend on availability. Anyone needing access to the Chapel prior to the wedding will need to notify the Community Services office at (318)869-5778.
- XX. “Alumnus” is defined as any person receiving a degree from Centenary College of Louisiana. He or she must be related to the bride or groom as a parent or child in order to receive the Alumni discount. The name and year of graduation must be written on the Wedding Information Sheet.
- XXI. “Current student” is defined as any person currently attending Centenary College of Louisiana. The bride or groom must be attending Centenary at the time of the wedding in order to receive the student discount.
- XXII. “Employee” is defined as any person presently employed by Centenary College of Louisiana. They must be related to the bride or groom as a parent or child, and employed by the College on the date of the wedding, in order to receive the Employee discount.
- XXIII. Videographers **CANNOT** plug their equipment into the Chapel’s sound system.
- XXIV. There is no restriction on where video cameras and photography cameras are placed.

## MUSIC GUIDELINES

Please contact the College Organist, Dr. Holly Watson, as soon as your date is set through the Conference & Events Coordinator. She is the only person authorized to play the organ for weddings in the Chapel, but on rare occasions, others may be engaged. Dr. Watson will be glad to assist you with any questions you may have about appropriate musical choices, but please make no commitments regarding music or musical performers before you confer with her. If you do not intend to have any organ music for your wedding, she will need to know that also.

For specific fee information, contact Dr. Watson. The basic fee will cover a music planning conference, performance at the wedding rehearsal (at which time the fee is due), and at the wedding itself. If soloists or other musicians are to be involved together with the organ, then some appropriate extra charges may be made. Please contact her for all variable details. She may be reached at the following telephone number: (318)222-0604 ext.210.

## ADDITIONAL INFORMATION

- Main Chapel seats approximately 500, with seating for 100 in the balcony.
- Please make sure that your florist, decorator, coordinator, etc. are aware of decorating guidelines, scheduling chapel visits, sound and lighting instructions, clean up, etc. so we will be able to return your full deposit after your wedding.
- Depending on the status of the chapel, a check request for return of your deposit will be sent to the College business office the week after your wedding.
- You should receive a check in the mail two-three weeks after your wedding. The deposit will be sent to the bride's mailing address, unless otherwise noted.
- The bride's room is the Small Chapel located on the West of the Main Chapel.
- The groom's room is located in the back hallway of the Main Chapel (behind the altar).
- The Chapel is handicapped accessible on the West Side.
- A Certificate of Liability Insurance or Special Events Policy must be provided at least 60 days prior to your wedding.
- Please call Centenary College Security at (318)869-5000 for entrance to the Chapel and to lock the Chapel after the rehearsal or ceremony. If you need to gain access at any other time, please schedule a time through the Conference & Events Office at (318)869-5778.
- **It is imperative that the client remove all trash from the Family Room, Small Chapel and Sanctuary. If it is not removed, you will not receive your cleaning deposit.**
- There are 9 windows in the Chapel.
- There are 26 pews on each side, with 52 pews total.
- The length of the center aisle is 81 feet.
- There are 6 light posts on the walkway.

## LIABILITY INSURANCE

A Certificate of Liability Insurance must be provided for all wedding ceremonies.

This can be obtained through a Homeowners Insurance Policy or by purchasing Special Events Liability Insurance.

To purchase insurance through EIIA, please follow these steps:

1. Visit the EIIA website (<http://www.eiia.org>), and under “Programs and Services” select “Property & Casualty Insurance.”
2. Scroll to the bottom of the page and click “Apply Now!”
3. This page will list a detailed summary of the coverage provided by the policy, as well as the exclusions. Print this for your records.
4. After reviewing the coverage, scroll to the bottom of the page and click on the link “Click Here to Order Policy.” You will be able to obtain a quote and then choose whether or not to purchase a policy.
5. Fill out the application form with as much detail as possible. The application is part of the policy, so the information noted on the form must be accurate and complete in order to obtain coverage.

*HELPFUL HINTS:*

*-Your event is 1 day unless you are planning a rehearsal dinner or other Friday event on campus.*

*-You do not need coverage for performers as they are also your guests.*

*-The price does not change between 101-500 guests.*

*-This is a Class 1 event.*

*-Our security officers are armed.*

*-We do carry liability insurance.*

*-This event was NOT held previously.*

*-Please list as additional insured:*

*CENTENARY COLLEGE*

*2911 Centenary Boulevard*

*Shreveport, LA 71104*

6. If you are ready to purchase coverage, proceed by entering your complete Billing Information, including credit/debit card information and click on “Submit Application.”
7. This completes the process. A copy of the certificate will be sent to you via email, along with a copy to the Conference & Events Coordinator at Centenary College.

## RENTAL AGREEMENT FORM

Client: \_\_\_\_\_

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

Centenary College requires all individuals who rent our premises to agree to the following terms. To signify your agreement, please sign this form as indicated, and return it with your deposit and Wedding Information Sheet.

1. I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the event I have organized and for which I have leased the Centenary College facilities, do hereby agree to assume all the risks and responsibilities surrounding this event; and further, I do for myself, and any participants in this event, hereby defend, hold harmless and release Centenary College and forever discharge any and all its officers, agents, and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, or death which may result during this event. I agree to provide a Certificate of Liability Insurance or will purchase a special events policy.
2. I also agree to reimburse Centenary College for any damages to the property of the College caused by the negligence of either myself, or those participants of the groups, which I have organized and represent.
3. In the event a wedding is cancelled, the deposit and pre-payments are refunded or not refunded according to Section II of the Wedding Policies.
4. I agree to pay \_\_\_\_\_ for rental of \_\_\_\_\_ for a wedding ceremony on \_\_\_\_\_, as well as any other fees that are listed in the policy section.

5. \_\_\_\_\_  
Signature of Client Date

\_\_\_\_\_  
Community Services Date

***THIS FORM MUST BE COMPLETED AND RETURNED WITH DEPOSIT TO RESERVE CHAPEL***