



Check items requested:

Pews face east with a center aisle with five (5) risers centered in front of east wall.

- ___ Communion table
- ___ Candelabra (wooden, stands on floor, each holds 7 candles)
- ___ Unity candle holder (wooden, stands on table) holds three (3) tapered candles
- ___ Kneeling benches (2)
- ___ Flower stands (2)
- ___ Piano
- ___ Sound or recording equipment
- Person operating sound equipment _____
- Number of microphones: (up to 3) Lapel ___ Handheld ___
- ___ Guest book table How many chairs? _____
- ___ Lectern stand
- ___ Pull center door in basement for dressing
- ___ Organ (If you do not know at this time, we advise you to check this option.
You can cancel the organ if your plans change in the future.)

Use of the organ requires the approval of the college organist, Mark Babcock. Approval is determined on the basis of an in-person meeting with Mr. Babcock. He is available for meetings only during the academic year when school is in session. Please call Mr. Babcock at 641-628-5102 to schedule a meeting with him. Requests during school breaks can be directed to our Conference Coordinator, Lowell Oliver-Shaw.



Chapel Weddings



General Agreements on Use of Chapel

1. Central College is a tobacco-free campus.
2. No rice showers, plastic confetti or glitter are permitted anywhere on the premises. Birdseed may be used *outside* the building only.
3. Dripless candles are required.
4. Plastic, or a floor covering, must be placed under any candles used. (Please advise your florist.)
5. No tape or decorations are permitted on any of the walls.
6. No food is permitted in the sanctuary.
7. Items broken or damaged shall be the responsibility of the user and appropriate monies due shall be payable at the Conference Services office.
8. Vehicles must be left in parking lots. *Driving on sidewalks is prohibited.* (Please advise your florist of this also.)
9. If the party leaves the Chapel facilities for a reception off campus, all items should be taken from the Chapel when you leave. The building will be locked, and no one will be available to unlock it later.
10. If sound or recording equipment is desired, arrangements must be made 72 hours prior to the event for instruction on use of equipment. If a sound operator is needed, that person must be paid in addition to the charge for use of equipment.
11. Receptions with food must be catered through the Central College Dining Services. Call 641-628-5788 or 641-628-5202 for details.
12. Decorations and floral arrangements must be removed by the end of the contracted hours. A storage fee of no less than \$25 per day will be deducted from your security deposit for items not removed during the contracted hours.

Chapel Reservation

Date of wedding: _____

Time: _____

Wedding for: _____

Bride: _____

Groom: _____

Rehearsal Time: _____

Photographer: : _____ Phone # _____

Photo Time: _____

Number of guests: _____

(The Chapel comfortably holds 225 in pews.)

Officiant: _____

Organist: _____ Phone # _____

Florist: _____ Phone #: _____

Reception Location: _____

* Your reservation is not confirmed until payment and a signed contract is received.

* Payment is non-refundable.

Mail payment, payable to Central College, this form and contract to:

Central College
Lowell Olivier-Shaw
Campus Box 5600
812 University
Pella, IA 50219

E-mail: oliviershaw1@central.edu

Phone: 641-628-7679