



VAIL INTERFAITH CHAPEL - WEDDING RESERVATION AGREEMENT



Please read the following carefully. The iconic Vail Interfaith Chapel is a unique interfaith chapel in downtown Vail Village located on the magnificent Gore Creek which makes it a very appealing for local and destination weddings chapel surroundings.

- **Reservations:** Please contact one of our 6 sponsoring congregations to book your event. All calendar reservations must be made directly by one of our Vail Interfaith Chapel member congregations.
- **Bridal Room:** Our newly designed private, locked Bridal Room is available to all brides and bridal party with large mirrors, make up stations, hair dryers, closet space, ample seating and a couch.
- **Music and Sound:** An organ and grand piano are available in the chapel. Arrangements for musicians can be made through your minister's wedding coordinator. The grand piano may not be moved, nor anything placed on top of it. The chapel has lavalier wireless lapel mics operated by a sound system in the balcony.
- **Aisle:** From the last pew to the altar the length of the aisle is approx. 45 ft. The width is approx. 5 ft.
- **Pews and Seating:** The Vail Interfaith Chapel seats up to 250 people which includes the North Chapel and the balcony. In the main chapel there are 14 rows of pews on each side of the main aisle which seats approx. 6 people, approx. 55 seats in the North Chapel, the balcony holds approx. 20 people.
- **Religious Symbols:** The chapel was designed for services of many different faiths and, therefore, except for a Tabernacle built into the wall, has no other permanent religious symbols. Removable crosses and Star of David are available for services.
- **Candles:** Absolutely no wax candles are permitted anywhere in the chapel except the altar table. Any wax candles on the altar table must have a cloth under the candle to protect the altar. The bridal party provides the protective cloth and candle. LED candles are allowed elsewhere but are not provided by the Chapel.
- **Decorations:** Pew decorations may be tied or draped. We do not allow tape or any other adhesive method of attaching decorations, as this could result in scratching or leave a residue or film on the pews and wood surfaces. Glitter is not allowed on floral arrangements, bouquets, wedding attire or shoes. Please inform your florist. No items such as rice, birdseed, flower petals or leaves may be scattered, thrown, or dropped inside or outside the chapel.
- **Seasonal Decorations:** The Vail Interfaith Chapel is decorated with seasonal decorations including garlands, wreaths, tree, lights, poinsettias, etc. from approx. the second week of December through the Second Sunday after January 6th. Seasonal Decorations cannot be removed for special services.
- **Parking:** Due to very limited parking, cars must be moved from the chapel parking lot immediately following the wedding. It is the responsibility of the wedding party to inform their guests, especially if shuttle buses will be transporting guests to the reception.
- The Vail Interfaith Chapel and grounds are non-smoking facilities. Alcohol is not permitted anywhere on the inside or outside of chapel premises.
- The wedding party or coordinator is responsible for timely set up and cleanup of the chapel. This includes returning altar furniture and chairs to the original place, and removal of all floral arrangements.
- All trash must be left in receptacles provided and remove all floral vases.
- Ritual sacraments are allowed only at the discretion of the clergy.

The fee for the chapel allows for a one (1) hour rehearsal and a two (2) or three (3) hour wedding ceremony. All rehearsals must be completed within the 1-hour timeslot. Weekdays the Chapel is available at the discretion of the local clergy or clergy's representative and the Chapel calendar availability. While the rehearsal schedule allows for some flexibility, the wedding schedule is a set schedule that cannot be adjusted.

PLEASE NOTE THAT THERE ARE TWO SEPARATE FEES TO HAVE A WEDDING AT THE VAIL INTERFAITH CHAPEL. The chapel rental fee listed below and an additional hosting fee which is the fee charged by the sponsoring member congregation. For more information, please contact your sponsoring member congregation. (OVER)

The wedding timeslot schedule and fees:

Monday through Thursday Weddings: Please contact the sponsoring member congregation or clergy to schedule a weekday wedding. There are no pre-defined time slots on weekdays and are available only at the discretion of the clergy. The minimum charge, for up to two hours is \$600.

Fridays: Due to Friday night wedding rehearsals which begin at 3:00 p.m., all Friday weddings must be completed, and all cars vacated no later than 3:00 p.m.

Less than 2 hours	\$1000
2-hour timeslot	\$1200
3-hour timeslot	\$1500

Saturdays:

9:00am-11:00am	\$1200
11:00am-1:00pm	\$1200
1:30pm-4:30pm	\$2000
6:45pm-8:45pm	\$1200

Sundays:

12:30pm-2:30pm	\$1000
12:30pm-3:30pm	\$1500

Due to high demand, the wedding time slots are strictly enforced. We want your wedding day to be special, it is your responsibility to let your photographer, florist, guests, and family know that they will not be permitted to arrive or depart beyond the confirmed wedding timeslot. Due to other scheduled weddings and worship services, early arrival and late departures cannot be accommodated. Please do not ask for additional time or arrive early as we cannot make any exceptions to this policy. If you seek additional time if the wedding slot is not reserved, you can pay the full cost for an additional wedding time slot.

The Chapel time slots are often filled a full year in advance. Once you have your reservation on the calendar it is essential that you pay your full chapel fee within **15 days of your invoice date**. The wedding timeslots are limited and in great demand, so prompt payment guarantees your commitment.

Cancellation: The wedding party must notify your sponsoring member congregation directly in the event of the cancellation. All cancellations are subject to a cancellation fee. A full refund will be issued if cancelled 6 months prior to the wedding date minus a \$150 cancellation fee. Cancellations within 3-6 months of wedding date a 50% refund will be issued minus the \$200 cancellation fee. 0-3 months of the wedding date no refund will be issued

In order to confirm your reservation request, please sign this Chapel Guidelines Form along with the Vail Chapel Reservation Form and return them to: admin@vailchapel.com

Upon receipt of both forms an invoice for your reservation will be sent that will need to be paid in full within 15 days of invoice date.

By signing below you agree to the guidelines listed above.

Today's Date: _____ Wedding Timeslot: _____

Wedding Day: _____ Wedding Date: _____

Congregation Affiliation: Baptist Catholic Episcopal Jewish Lutheran Presbyterian

Other _____

Brides Signature: _____

Grooms Signature: _____