

LEE CHAPEL & MUSEUM
Washington and Lee University, Lexington, VA 24450

WEDDINGS
Vendor Protocols and Agreement for Use of the Chapel

Thank you for choosing Lee Chapel as the site for your wedding. The Lee Chapel Manager (hereafter “Manager”) and Staff will do everything we can to see that your wedding goes smoothly. Because the Chapel is an historic building (listed on the National Register of Historic Buildings), every effort must be made to safeguard the building. Your agreement to comply with the following protocols will help to insure the survival of this historic site for future generations. As an approved vendor, you are to assist in assuring proper regard for the building and its artifacts through observing all of the protocols enumerated in this Agreement. Your agreement to comply with the following protocols will help to insure the survival of this building for future generations.

FACILITY USE:

- Only the Chapel auditorium is available for wedding; the *Museum is off limits to the wedding party, guests, officiant, and vendors*. All arrangements for the rehearsal and wedding ceremony must be made by the bride with the Lee Chapel office.
- Vendors: Arrangements for all vendors must be made directly between the wedding party and the vendor. All vendors (florists, photographers/videographers, musicians, and wedding director) must be on the **approved vendors list** or, if you request a vendor not already on the approved list, approval by the Manager must be obtained in advance. The “Wedding Vendor Information Form,” found on our website, must be completed and returned to our office **90 days prior** the wedding. The Manager has the authority and discretion to approve/disapprove any vendor.
- Dressing and Restrooms: There are **NO** dressing facilities available in the Chapel. After museum hours, there is no access to the restrooms, since they are located within the museum area. Please check with the Lee Chapel Wedding Coordinator for suggestions about dressing facilities.
- Statue Chamber: Gates will remain locked and closed during all weddings and rehearsals. The solid wooden doors will remain open unless a request is made that they be closed.
- Piano: The piano must remain in its position at the left of the stage. Any movement of this instrument must be made by permission of the Manager, but it cannot be removed from the stage. The large lectern will be moved to the right side of the stage, against the side wall. It may not be removed completely from the stage.
- Balcony: The balcony is off limits to guests. Only the musicians and photographers/videographers may access the balcony. The ropes should remain up to keep guests off the stairs after the musician(s) and photographer(s) access the balcony.
- Decorations: No tape may be used on the pews or elsewhere in the Chapel. All decorations must be confined to the stage area, except to mark reserved pews. No decorations are allowed in the windows, on the columns, or hanging from the balcony. No strewing of petals (real or silk) rice, birdseed, or any other material is permitted inside or outside the chapel. No ladders, stepstools, chairs, or similar items for use in decorating may be brought into Lee Chapel.

- Clean Up: Prior arrangements must be made for the **prompt** removal of all items brought into the Chapel for the ceremony. Please instruct the florist to remove any debris left in the aisles and on the stage. Any clean-up that is necessary is the responsibility of the wedding party. The Chapel must be left in a clean and orderly condition, ready to receive public visitors. All clean-up must be completed within the 1.5 hours from the time the service begins.
- Lee Chapel Staff: A public safety officer and a Lee Chapel staff person are assigned to each wedding. If you have questions, please direct the question to the chapel staff wedding coordinator.
- Photography and Videotaping: Arrangements for photography, including videotaping, during the ceremony should first be discussed with the ceremony officiant. Locations for set-up for both still photography and videography must be cleared in advance by the Manager. It is preferred that wedding parties use photographers/videographers on the local approved vendor list, as these individuals are very familiar with the Chapel protocols and layout; however, brides may request to have the Manager approve another individual/firm approved for their wedding, which is within the discretion of the Manager.
 - *Where Photographs May Be Taken:*
 - **Prior to the Ceremony** – Photos of the groom, groomsmen and parents may be taken at any time on the Chapel grounds or inside on the auditorium stage during the one hour period before the ceremony. There will be no access to the museum in the lower level for this purpose.
 - **Prior to the Ceremony** – Photos of the bride, bridesmaids and parents may be taken in Washington Hall or on the Chapel grounds at any time.
 - **During the Ceremony** – Speak with the officiant as to his/her preferences regarding photography and videotaping. Many clergy have restrictions on this.
 - **After the Ceremony** – The two and one-half (2 and ½) hours scheduled for weddings allows sufficient time for posed photographs of the wedding party after the ceremony. **Please note:** a delay in starting a ceremony or having a particularly lengthy ceremony will reduce the amount of time available for photography. Bear this in mind and alert the photographer. A penalty fee will be charged if a wedding party goes beyond its reserved time (see Fees).
 - **Videotaping:** If clergy approves, ceremonies may be videotaped. All videography must be done with a stationary camera and with existing lighting only; the best location for this is in the balcony. Neither the Chapel Office nor the University IT department is available to do video or audio recordings of weddings.
 - **Restrictions on Photography and Videotaping Equipment:** *Equipment must be limited to cameras, built-in or attached flash, and a tripod. NO ladders or portable lights may be brought into the Chapel. The balcony is open for use by approved photographers and videographers ONLY.*

PROHIBITIONS:

- No candles and open flames are allowed.
- No food or beverage is permitted in the Chapel. Bottled water is permitted for the wedding party only.
- Alcohol is strictly prohibited in or outside the Chapel
- No smoking in the Chapel.

SCHEDULING:

Weddings are limited to a 2.5 hour timeslot on the wedding day and must occur on the hour. During heavy visitation periods available times are more restricted. Use of the site for wedding preparations, service and clean-up must occur during the 2.5 hour timeslot. **NO ONE affiliated with the wedding may arrive at the chapel prior to the hour immediately preceding the service.** A one hour rehearsal is permitted the evening prior to the wedding. Rehearsals are scheduled on the hour and must be scheduled **after** the chapel closes to public visitors. Additional rehearsal time for musicians is available upon request.

FEES:

The fee for the use of the chapel is \$1,500.00 for residents of Lexington, Buena Vista, and Rockbridge County, \$2000.00 for persons residing outside of that local area, and \$1000.00 for those affiliated with the University. Payment is due within thirty (30 days) of making the reservation in order to confirm the reservation. If the Chapel is not vacated within the proscribed time, a penalty, fee of \$100.00 will be charged and collected before the wedding party departs.

Both Lee Chapel and Public Safety staff must be present for all weddings held in the Chapel. Those staff fees are included in the wedding fee. Please make the check payable to Washington and Lee University and mail it to:

Lucy Wilkins
 Site Manager
 204 W. Washington St.
 Lexington, VA 24450

RESPONSIBILITY FOR DAMAGES AND REQUIREMENTS FOR INSURANCE:

The person(s) signing this Use Agreement is/are responsible for all damages to the property of Washington and Lee University, including the Lee Chapel site and all items contained therein, resulting from the use of Lee Chapel for this wedding, whether caused by a member of the wedding party, a family member or guest, or any vendor. Washington and Lee University requires that the person signing this Use Agreement have insurance coverage available by an endorsement of his/her homeowner's policy providing coverage for any loss/damage caused to the property of Washington and Lee University as a result of the wedding. If the person(s) signing this Use Agreement does not have a homeowner's policy affording such coverage, the University reserves the right to require that a special event policy be procured to cover the time period of the wedding.

Homeowner's Policy Company: _____

Name of Insured: _____

Policy #: _____

If you have questions or concerns, please discuss them with the Manager prior to completing the reservation process.

Please sign and date the following statement and return to:

Lucy Wilkins
Site Manager
204 W. Washington St.
Lexington VA, 24450

I have read and understand all of the above rules and protocols governing the use of Lee Chapel for weddings. I further agree that all parties and vendors associated with this wedding will comply with the rules as stated above and understand that I am responsible for any loss or damage caused by the wedding party, family, or guests, and/or vendors. I understand that disregard of the rules and protocols and/or the authority of the Manager may result in the immediate cancellation of the wedding,

Name: _____

Date: _____

Wedding Date: _____

08/2017