



## Wedding Policy

### Scheduling the Herbert C. Gabhart Chapel in the Janet Ayers Academic Center.

The Gabhart Chapel in the Janet Ayers Academic Center is available to host wedding ceremonies on Belmont University’s campus. All requests for weddings require the client to complete the online [Wedding Reservation Form](#). Clients may inquire about the availability of the chapel to host weddings by emailing [weddings@belmont.edu](mailto:weddings@belmont.edu). Weddings may be reserved a maximum of six (6) months in advance.

*\*Please Note: Reservations are made on a first come, first serve basis and will not be confirmed without the completed [Wedding Reservation Form](#), a signed contract, and full payment.*

### Availability.

The chapel may be booked for weddings provided there are no conflicts with normal University programming. The chapel will be closed on all national and school holiday weekends and during the University events listed here:

- Orientation week/Welcome week (beginning of fall semester)
- Homecoming weekend
- Preview Day, Be Belmont Day and Parent & Family weekends
- Christmas recess (Christmas Eve through New Year’s day and weekend)
- Commencement weekends
- President’s Concert weekend
- Christmas at Belmont weekend
- Other dates based on the University calendar

Chapel availability for wedding services will be during the following blocks of time:

Day of the Week	Times Available		
Weeknights	5:00 PM – 9:00 PM		
Saturday	7:00 AM – 11:00 AM	12:00 PM – 4:00 PM	5:00 PM – 9:00 PM
Sunday	1:00 PM – 5:00 PM		

All ceremony related activities should be completed within the aforementioned timeframes. This includes, but is not limited to, time needed for the following activities:

- Decorating.
- Floral deliveries and arrangements.
- Photography and videography.
- Pre-wedding activities.
- Post-wedding activities.

## **Pricing.**

Two pricing options are available to accommodate your needs:

- Four (4) hour block of time – details below
- Additional hourly fees apply – details below

The cost to rent the chapel for a wedding service will vary depending on the type of customer and length of time needed for the ceremony. The price will include a four (4) hour block of time in the chapel. The cost to rent the chapel for additional time for a wedding service also varies depending on the type of customer.

The rent prices include:

- One (1) hour meeting within two (2) months of your reservation.
- One (1) hour meeting within two (2) weeks of your reservation.
- One (1) dressing room for the Bride/bridal party and one (1) dressing room for the Groom/groomsmen.

The staffing prices include:

- Technical services for the wedding ceremony. Technical support for rehearsals is not included.
- One (1) house manager and two (2) ushers for the wedding ceremony to direct and assist guests throughout the building. Staffing for rehearsals is not included.
- One (1) custodian for housekeeping services for the wedding ceremony. Staffing for rehearsals is not included.

These prices do not include:

- Officiants, clergypersons or musicians.
- Wedding planning services.
- Time, space, and staffing for the wedding reception.

## **Wedding Rehearsals.**

Wedding rehearsal reservations may be placed at the time of the initial ceremony reservation to ensure availability. Rehearsals may be booked in one (1) hour increments.

## **Discounts.**

The charts below detail costs for affiliated and non-affiliated clients. Standard staffing costs remain the same for affiliated and non-affiliated clients. The affiliated pricing options are extended to the following:

- Belmont University current students.
- Alumni (discounts only apply to the bride and/or groom).
- Current faculty.
- Current staff.
- Children of current faculty and staff.

**Costs and Contractual Agreements.**

Space	Purpose	Times Available	Base Cost
Gabhart Chapel	Wedding ceremonies	Weeknights: 5:00 PM – 9:00 PM Saturday: 7:00 AM – 11:00 AM, 12:00 PM – 4:00 PM, 5:00 PM – 9:00 PM Sunday: 1:00 PM – 5:00 PM	<i>Non-Affiliate</i> \$1,250 for 4 hours \$325 per each additional hour
			<i>Affiliate</i> \$1,000 for 4 hours \$250 per each additional hour
Janet Ayers Academic Center Classroom	Additional dressing rooms for wedding party	Available in four (4) hour increments, to coincide with ceremony reservation.	<i>Non-Affiliate</i> \$200 for 4 hours
			<i>Affiliate</i> \$160 for 4 hours
Gabhart Chapel	Wedding rehearsals	Available in one (1) hour increments the evening prior or the morning of the wedding ceremony, pending availability.	<i>Non-Affiliate</i> \$325 per hour
			<i>Affiliate</i> \$0 for 1 hour, \$250 per each additional hour

*\*Please Note: The costs in the aforementioned chart are **not** inclusive of charges for standard staffing and technical support for the wedding ceremony.*

Standard Staffing Required for Wedding Ceremonies	Purpose	Approximate Cost Based On Nashville Labor Market
Technical Support	Wedding ceremonies	4 hour minimum required, Hourly charge per each additional hour
House Manager	Wedding ceremony guest services	4 hour minimum required, Hourly charge per each additional hour
2 Ushers	Directional services	4 hour minimum required, Hourly charge per each additional hour
Housekeeping	Housekeeping services post wedding ceremony	4 hour minimum required, Hourly charge per each additional hour
<b>Total Required Staffing Cost:</b>		<b>≈ \$350 to \$450 total labor cost</b> *Does not include additional hours needed

Should the client wish to hold a reception in an on-campus location separate from the ceremony venue, an additional facility rental charge may apply. Availability is subject to the University's scheduling timetable. Please contact [weddings@belmont.edu](mailto:weddings@belmont.edu) for more information regarding pricing and availability.

Submitting the [Wedding Reservation Form](#) is not a confirmation of your reservation. A signed contract and full payment must be received by the *Office of Event Services* before any reservations can be confirmed. The rental and staffing fees are due and shall be paid in full at the time the contract is signed.

Although Belmont University does not provide wedding planning or coordination services, a liaison from the *Office of Event Services* will assist with facility use during the event. It is recommended that the client designate one individual from the wedding party as the event representative. This person will serve as the day-of contact and also channel requests through the *Office of Event Services'* liaison.

### **Cancellation Policy and Fees.**

If a cancellation is deemed necessary it must be submitted in written form to the *Office of Event Services* as soon as possible. A payment fee of fifty percent (50%) will be charged to all cancellations. There are no refunds for clients that cancel within ninety (90) days of the scheduled event. The *Office of Event Services* reserves the right to cancel any event without notice if full payment is not received with the signed contract or if any portion of the contract is disregarded.

### **Decorations.**

The client must first consult with staff in the *Office of Event Services* regarding decorations best suited for use within the reserved space. The following are posted restrictions:

- Candles, fireworks, and sparklers are not permitted on Belmont's campus.
- The use of tape, glue, tacks, nails, screws, push pins, Velcro, command hooks, staples, suction cups, or any type of adhesive or adhesive-like device or material is not allowed in any facility.
- Hanging items from the lighting fixtures or ceiling is prohibited.
- Balloons of any kind are prohibited.
- Moving furniture is prohibited.
- Rice, rice bags, birdseed, glitter, confetti or any substance may not be thrown or distributed in or outside of the chapel. The use of bubbles is allowed outside of the chapel.
- Flower petals of any kind are prohibited.
- Plastic or other protection must be placed under live plants.
- Tying, adhering, or attaching any type of decoration to any outdoor landscaping or exterior architecture is prohibited.
- All decorations must be removed from the premises by the reservation end time, as detailed in the contractual agreement. An additional clean-up fee may be assessed if the terms of the policy are not satisfied.

**Features of the Chapel.**

The chapel is equipped with the following:

- Capacity: 284 person seating in chapel.
- ADA accessible.
- Sound system.
- Projector and screen.

**Food and Beverage.**

Per contractual agreements and certain state health laws, no outside food or caterers are allowed on campus nor are any groups allowed to bring prepared foods onto the campus for any event (excluding wedding cakes). For catering services, please contact Belmont Dining Services at (615) 460-6170 or email at [catering@belmont.edu](mailto:catering@belmont.edu). No food or beverage is allowed in the chapel. An additional clean-up fee may be assessed should members of the wedding party violate this policy.

*\*Please Note: Belmont University is a tobacco and alcohol free campus.*

**Music Guidelines.**

Clients must obtain proper licenses for all music played, computer programs, recordings, or plays that are reproduced for their event. Any client wanting to sell products at their event must acquire permission from the *Office of Event Services*.

**Wedding Officiant.**

It is the responsibility of the wedding party to obtain an officiant. A wedding ceremony on Belmont's campus must be of Christian denomination/affiliation and conducted by a Christian officiant.

## **Frequently Asked Questions:**

### **How far in advance can I book the chapel for my wedding?**

The chapel may be booked to host a wedding a maximum of six (6) months in advance.

### **Is a deposit required to hold the space?**

Full payment is required at the time the contract is signed in order to reserve the space.

### **Is my payment refundable?**

If a cancellation is deemed necessary it must be submitted in written form to the *Office of Event Services* as soon as possible. A payment fee of fifty percent (50%) will be charged to all cancellations. There are no refunds for clients that cancel within ninety (90) days of the scheduled event. The *Office of Event Services* reserves the right to cancel any event without notice if full payment is not received with the signed contract or if the client disregards any portion of the contract.

### **Are alcoholic beverages permitted to be served?**

Alcoholic beverages are not permitted to be served as Belmont University is a tobacco and alcohol free campus. There are no exceptions to this policy.

### **What is the seating capacity for the chapel?**

The chapel has a maximum seating capacity of 284.

### **Is the seating configuration moveable?**

No. The chapel has a fixed set up arrangement; therefore, seating must remain as configured.

### **Where can my guests park?**

For weddings, the *event manager* will provide detailed parking arrangements for guests. The Janet Ayers Academic Center (JAAC) parking garage located directly beneath the Chapel will accommodate wedding guests in most instances. For a detailed map of where to park, please visit the parking maps at <http://www.belmont.edu/campusmap/>.

### **Am I able to reserve a space outside of the chapel exit for the bride and groom departure vehicle?**

A liaison from the *Office of Event Services* will assist you with reserving parking space for the departure vehicle outside of the chapel exit, located on 15<sup>th</sup> Avenue. These reservations may incur an additional parking permit charge as the location is on a public street.

### **What options do I have for catering?**

Please contact Belmont Dining Services at (615) 460-6170 or email [catering@belmont.edu](mailto:catering@belmont.edu) to inquire about catering options. Belmont's Dining Services offers extensive catering menus. Per contractual agreements with Belmont University's food service provider and certain state health laws, no outside food or caterers are permitted on campus nor are any groups permitted to bring prepared foods onto the campus for any event (excluding wedding cakes). No food or beverage is permitted in the chapel. An additional clean-up fee may be assessed should members of the wedding party or wedding guests choose not to comply with this policy.

**Do you have a preferred vendor for floral arrangements?**

The *Office of Event Services* does not have a preferred vendor for floral needs; however, there are several florists in the surrounding area.

**Can I host my wedding reception on campus?**

Yes. The conference room on the 4<sup>th</sup> floor of the Janet Ayers Academic Center is available to book for wedding receptions, pending availability. Booking of this space differs from that of the chapel and is subject to the timeline as outlined by the University's scheduling timetable. For more information and to inquire about availability and pricing of the reception space, please contact [weddings@belmont.edu](mailto:weddings@belmont.edu).

**When can I book my wedding rehearsal?**

Wedding rehearsal reservations may be placed at the time of the initial ceremony reservation to ensure availability. Rehearsals may be booked in one (1) hour increments.

**Can I take a tour of the facilities?**

Yes. Staff of the *Office of Event Services* are available to conduct tours within the standard business hours of 8:00 AM to 4:30 PM, Monday through Friday, pending availability and programming on campus. Please contact [weddings@belmont.edu](mailto:weddings@belmont.edu) to schedule a time to meet to tour the facilities and discuss the spaces and options available for weddings.