

ST. LUKE'S CHAPEL
Medical University of South Carolina
181 Ashley Avenue, MSC 003
Charleston, S.C. 29425
Phone (843) 792-6775
www.musc.edu/stlukeschapel

FOR OFFICE USE ONLY

CONFIRMATION COPY

_____ Director _____ OK

_____ Date _____ TY

WEDDING RESERVATION REQUEST (please print clearly)

Responsible Party _____

Address _____

_____ Zip Code _____

Cell Number: _____ (work) _____

E-mail address _____

Date of rehearsal _____ **Time** _____ (1 hour only)

Date of wedding _____ **Ceremony begins at** _____

Reservation from _____ **to** _____ (3 hours)

Wedding reservation begins 1½ hours before ceremony. The wedding party & florist should not arrive prior to reserved times. See Fee Categories to purchase additional time.

The Courtyard is only available during your reserved times.

All time changes must be submitted in writing as soon as possible to avoid any scheduling conflicts.

Number of guests _____ (Maximum accommodation 265*)

**Occupancy numbers may be reduced due to COVID guidelines, if any. Please contact chapel office for the latest allowable occupancy numbers prior to sending out invitations.*

MUSC and St. Luke's Chapel are part of a smoke & tobacco free campus

Full Name of Bride _____

Address _____

Telephone (cell) _____ (work) _____

E-mail address _____

Full Name of Groom _____

Address _____

Telephone (cell) _____ (work) _____

E-mail address _____

FEE CATEGORIES: Amount is determined by status of the bride, groom or parents of either at the time of the wedding:

*****Please make checks payable to St. Luke's Chapel*****

MUSC students, \$350* _____ (expected graduation _____)

MUSC employees, \$500* _____ (Department _____)

Alumni (MUSC & Porter Military), \$725* _____ (Year Graduated _____)

All others, \$1,450 _____

Additional hours may be purchased, if available (max 1 hour) \$150 per half-hour _____

*Student, Employee and Alumni reservation fees are non-refundable.

**Donors and Life Members of the MUSC Alumni Association please contact the director for pricing.

All fees are due upon confirmation of reservation. Until payment is made, the reservation may be superseded by another paid reservation. Returned checks are subject to a \$30 fee.

The fee **does include** the presence of a Sexton in the chapel at all times during this reservation. Their duties include opening/closing the chapel, presenting chapel register for signature to record the marriage and providing guidance for chapel rules and regulations to wedding party and guests (their duties do not include directing or coordinating your rehearsal or wedding). The fee also includes use of kneeling bench, candles in the two brass candelabras as well as the two large candlesticks on the altar. The use of other candles must be authorized from the director. A brass candle lighter is available. The wedding party is responsible for lighting of the candles. Two ornate brass flower altar vases are available for use but may not leave the chapel. 20 parking passes for the wedding party/guests are also included in the fee. The are only valid at the Ashley/Rutledge garage for your reserved times. You will have access to the Courtyard during your reserved times only.

The fee **does not include** chapel clean up, floral arrangements, decorations, organist or other musicians, printed programs, guestbook, audio and/or audio-visual equipment, wedding director/coordinator, or an officiant (any ordained/licensed minister [in or out of state], justice of the peace or notary public can perform the ceremony).

If musicians and/or singers need practice time other than the reserved rehearsal time, arrangements must be made with the director of the chapel, in advance. There will not be a charge for available time reserved during regular chapel office hours, there is a limit of 1 ½ hours of practice time. Other hours may be arranged at \$50 per half hour. A list of musicians in the Charleston area is included in the reservation packet or can be obtained from the chapel director. Due to events being held at the chapel during the week, it is suggested that appointments be scheduled in advance to visit the chapel for measuring, meeting with florist, musicians, wedding directors or planners, etc.

CANCELLATION CLAUSE: Reservation fees for students, employees or Alumni are non-refundable after 72-hours of placement. For all others, 25% of the chapel fee is refundable* if the wedding is cancelled at least 6 months prior to the wedding date. There are no refunds if the wedding is cancelled less than 6 months prior to the wedding date. If reservation is cancelled (in writing) within 72 hours of submitting form, your check will be returned to you or voided. Cancellation due to extreme weather or natural disaster will be handled on a case by case basis and every attempt will be made to make St. Luke's Chapel available to you on your wedding day or another day of your choosing.

Reservations are non-transferable.

Initial _____

COVID-19/Pandemic Cancellations: On March 11, 2020 the World Health Organization (WHO) declared the outbreak of coronavirus, known as COVID-19, to be a global pandemic. Should there be a "shutdown" or situation where a wedding would need to be postponed due to a COVID-19 outbreak (family or the local Charleston area) where taking swift action to slow the spread of COVID-19 would need to happen; we are happy to reschedule your event, at no cost, under our extenuating circumstances policy to help protect our community and provide peace of mind. If we are unable to reschedule your event due to the local restrictions at St. Luke's Chapel, we will refund 75% of the reservation fee*.

***All refunds require the social security number of the person who signed the check remitted for the fee.**

NOT PERMITTED IN ST. LUKE'S: Rehearsals that last longer than one hour (the hour begins at time stated on the registration form); weddings that last longer than the three hour reservation; florist arriving prior to the three hour reservation time; rearranging of chapel furnishings (without approval from chapel director) use of any type of tape or wires on any wooden surfaces (so as not to peel off varnish or mar the finish); showering of artificial flower petals, birdseed, rice, sparklers and/or bubbles in or outside of the chapel; fresh/real flower petals by flower girl (artificial petals are permitted inside only); food or beverages (bottled water permitted in the bride/groom rooms only); rental pianos or any large instrument without the approval of the chapel director or flowers/decorations to remain after three hour reservation.

Since this is property of the State of South Carolina, **NO ALCOHOL** (except for sacramental purposes) or **SMOKING** should be in the chapel or on the property/grounds of St. Luke's Chapel. Failure to comply may result in a ticket issued by MUSC Public Safety or the City of Charleston. Initial _____

St. Luke’s Chapel is historic and revered but is non-denominational and imposes no restrictions on the service other than treating the chapel with respect. *For Catholic ceremonies, please contact the Charleston Diocese (843-261-0420) for approval prior to submitting reservation form and fees.*

In the event the chapel is left in a condition requiring clean-up or physical repairs, a minimum charge of \$250, plus costs will be invoiced to the responsible party.

PARKING:

Included in your reservation fee are 20 parking passes for the Ashely/Rutledge garage (158 Ashley Avenue, 29403). These passes are good for your reserved time in the chapel. Additional parking for wedding guests is available in MUSC parking management, should you or they wish to use them – rates are as posted. If you wish to provide additional courtesy parking for your guests you will need to contact Parking Management and they will help you with the arrangements. Parking Management may also reach out to you closer to your wedding date.

The MUSC Office of Parking Management is located on the second floor of the MUSC employee parking garage at 91 President Street. Office hours are 8:00 AM until 5:00 PM, Monday through Friday, telephone 843-792-3665. Please ask for the Wedding Guest Parking Coordinator.

Please Note: If your rehearsal or wedding is taking place at St. Luke’s during the work week (Mon – Fri) and/or during regular working hours (8:00am-5:00pm), the parking lot adjacent to the chapel is unavailable.

Initial _____

SECURITY OF PERSONAL ITEMS:

St. Luke’s Chapel is not responsible for the security or loss of personal items.

INDEMNIFICATION PROVISION:

The Responsible Party (the person making reservations) assumes all risks of loss, damage or injury, by fire or otherwise, to person or property, by reason of the condition of the chapel or chapel area, or by reason of the condition of the management, control or operation thereof, and releases the Medical University of South Carolina, its employees, successors and assigns, from all claims for such loss, damage or injury sustained by the Responsible Party, and the Responsible Party agrees to defend and indemnify the Medical University of South Carolina against all claims for such loss, damage or injury sustained by the Responsible Party.

IMPORTANT - I have read this reservation form and understand the Rules and Regulations (page 4) for the use of St. Luke’s Chapel. I will adhere to the guidelines and I will convey them to those assisting me.

Signature of Responsible Party or Bride

Date

Typed or Printed (Responsible Party/Bride)

Signature of St. Luke’s Chapel Director
Elizabeth H. Brown

Date

\$ _____ check / cash was received on _____ (checks payable to *St. Luke’s Chapel*).

Paid in full Ck # _____

Name of Officiant/Minister _____

Phone Number/email _____

Name of Coordinator/Director _____

Phone Number/email _____

Name of Photographer _____

Phone Number/email _____

Information, Rules and Regulations for the use of St. Luke's Chapel

- ❖ A sexton will be assigned to oversee your event and assure adherence to the Rules and Regulations for the use of St. Luke's Chapel. Please ask them if you have questions or concerns. They are not directors or coordinators.
- ❖ Planners/Directors/Coordinators are not required but highly encouraged. If using a planner or coordinator, they should plan on staying at the chapel until the conclusion of your reservation time.
- ❖ Should you move the kneeling bench or candelabras, please have them returned to their original location.
- ❖ A Bridal Room and a Grooms Room are available, and each has a connecting restroom. These rooms are not large and dressing for your wedding prior to your arrival is suggested. You can utilize these rooms for your “finishing touches” or to wait for the ceremony to begin.
- ❖ Photographers **should not** arrive prior to the reservation time. You will have full access to the chapel courtyard for pictures during your reservation time only. Also, photographers should not be at the altar area during the wedding ceremony and should refrain from a lot of movement during the service. Initial _____
- ❖ All events **are** limited to the block of time you reserved. Due to other reservations, early arrivals or late departures cannot be accommodated. If you feel that you will require additional time, please talk with the chapel director for time options or to purchase additional 30-minute time segments, if available. The chapel should be left in the condition that it was found. Cleaning/trash removal is the responsibility of the responsible party. Initial _____
- ❖ **Please notify your florist of the reserved times for the chapel. They will only have access to the chapel at the beginning of your reservation time; additional time (30 minutes) may be purchased, if the time is available.** Remember that all decorations must be removed at the end of the reserved time. No hooks, clamps, pins, glue, sticky tape, tacks, etc. may be used on the walls, pews or altar rails. Please consider silk cords, tulle, or ribbons. ****You cannot decorate prior to your wedding reservation time (ie: rehearsal).** Due to other commitments, we are unable to store your decorations for the next day. Initial _____
- ❖ The chapel must be ready for the next occupant, so please leave the chapel as you found it. Chapel reservations are often "back-to-back", so your cooperation is very important. Initial _____
- ❖ **No alcohol**, food or drinks (except for sacramental purposes) or **Smoking** is permitted inside the chapel or on chapel grounds. Failure to comply could result in a ticket from MUSC Public Safety or the City of Charleston. Water is permitted in the bride & groom rooms. Initial _____
- ❖ Flower petals (real), birdseed or rice may not be strewn inside the chapel or on the chapel grounds. Also, bubbles are not allowed inside and sparklers are not permitted outside. Consider using these at your reception venue. Please ask your director to ensure petals are swept up at the conclusion of your reservation. Initial _____
- ❖ Furniture and other items inside the chapel shall not be moved/removed without prior arrangement with the chapel director or the Sexton overseeing the event. All other furnishings should be replaced as you found them, prior to leaving the chapel. **The brass lectern & wooden pulpit should remain in their current location.** Initial _____
- ❖ If using the 2 candelabras, candles must be extinguished at the end of the event. A candle lighter/snuffer is provided. Lighting and extinguishing the candles is the responsibility of the wedding party. Other candles/displays are not permitted without approval of the director. Initial _____
- ❖ The removal or draping of the red curtain behind the altar is **not** permitted. No additional items other than flower arrangements or communion elements should be placed on the altar without permission from the director. Initial _____
- ❖ The chapel director must be notified before any large musical instruments (pianos, harps, etc.) are brought into the chapel. If allowed, they cannot be brought in prior to your reservation time and must be removed by the time your reservation concludes. Initial _____
- ❖ If you are providing transportation (arrival or departure) for your wedding party or guests, please arrange parking/drop-off with the chapel director. The lot next to the chapel can only accommodate personal vehicles. Initial _____

I have read and understand these Rules and Regulations.

Signature of Bride/Responsible Party

Date

Rev. 3/2024