INFORMATION AND GUIDELINES FOR WEDDING CEREMONIES AT BASTYR UNIVERSITY

The Setting

The Bastyr University Chapel and Gardens are located at the Kenmore campus of Bastyr University, an internationally acclaimed university for training natural medicine and health professionals. The facility rests on fifty acres of fields and woodlands on the northeast shore of Lake Washington, just 10 miles from downtown Seattle or Bellevue. Nestled in beautiful, 316-acre St. Edward State Park, it is surrounded by evergreen forests, streams and secluded beach access to Lake Washington. Miles of nature trails wind through much of the adjacent park.

About the Bastyr University Chapel

Bastyr University’s exquisite European-style Chapel was created with the highest quality workmanship of its time (1958), and continues to radiate the devotion with which it was built. Nearly five stories in height and 140 feet long, it is home to 31 European handcrafted stained glass windows and brilliant glass mosaic artwork depicting various religious themes, handcrafted altars and columns of imported marbles, terrazzo floors, wooden pews, oak paneling, and a choir loft. The carved wooden pews run length-wise along the chapel, making the procession of the bride and groom a truly spectacular site for all ceremony attendees. The pews in the chapel and choir loft can comfortably seat up to 275 people. With additional chairs added to the main aisle, the seating can be increased to 400.

Who can be married here?

Members of both the Bastyr Community and the public may rent the chapel for non-denominational weddings. This contribution helps offset operating costs associated with the upkeep of the building and grounds, including the chapel.

Rates for use of chapel

We charge a flat rate for use of the Chapel at fixed scheduled times during the day. The fee includes four hours on the day of the wedding and a one-hour rehearsal prior to the wedding, scheduling dependent on chapel use. We can provide a different schedule or a guaranteed rehearsal time prior to the event, but this may require an additional charge. Prices include private use of the Bastyr University Chapel, setup of all foyer tables and chairs, and use of PA system.

What we offer the Wedding Party

Bastyr offers several possible times for wedding ceremonies on Friday nights and weekends, and offers a standard base rate for use of the facility. The base rate includes a basic cleaning fee.

The chapel is available for a minimum of four hours on Saturdays for either time slot of 11:00am to 3:00pm or 3:30pm to 7:30pm. On Sunday you are able to choose any available four hour time slot you would like between the hours of 10:00am-6:00pm. This time is allotted for setup and preparation, the ceremony, and breakdown. Also included in the fee is an hour of rehearsal time prior to the event.

Private Preparation Rooms

We offer the wedding party separate changing rooms for preparation.
Privacy during your Wedding Ceremony

The Bastyr Conference Center may have conference groups or university activities booked at the same time as your wedding. The Chapel area is separate from the main university meeting and conference areas, so we can guarantee privacy to the wedding party in the Chapel during “scheduled guest time”.

Tables and chairs

Most guests prefer to use the wooden pews in the Chapel for guest seating which seats up to 275. However, should additional seating be required in the chapel, all chairs (including their set-up) for up to 400 guests are available for an extra fee (see rate information.) Bastyr University will provide up to 2 tables in Chapel Lobby for guest book and gift tables.

Parking and Loading Areas

Ample free parking is available on the Bastyr campus. Please do not park on the grass and respect the areas marked reserved, disabled, as fire lanes, and other designated no parking areas. There is a loading area available to the wedding party at the rear of the Chapel. No parking, including limos, is allowed on any university sidewalk or walkway. Parking is not allowed in the area under the columns or near the fountain.

Music and Sound Systems

The Bastyr Chapel is renowned for its acoustics, and is especially suitable for classical instrumental and choral music. Bastyr University will provide up to three microphones – one cordless/lapel microphones and two cordless lectern/handheld microphones. A CD / cassette player is available for use with your recorded music or you may bring your music on an MP3 player. Bastyr University does not provide any other musical instrument or sound system for singers and/or musicians. If you choose to bring your own sound equipment, it must be totally self-contained and may not be plugged into the Bastyr University system. A Yamaha Baby Grand piano is available for an additional rental fee of $150.00 for the chapel use only.

GUIDELINES AND POLICIES

Decorations, Candles and Throwing of Items

Clients may choose decorations that do not cause damage to the facility. All decorations must be approved and overseen by event site coordinator. If you do not have your decorations approved prior to your wedding day you run the risk of having them denied by the Bastyr University Site Coordinator if they do not follow our guidelines and are a safety issue. The following provide some guidance; please check with our staff to verify the applicability of your decorations.

- The throwing of glitter, confetti, or shooting of “silly string,” is not allowed inside or outside of the Bastyr University facility and grounds
- The wedding party is responsible for removal of all decorations by the end of their contracted time. This includes the sweeping of flower petals or leaves
- Blowing bubbles is allowed only outside of the facility, not inside the building
- Balloons are not allowed inside the facility, which includes the chapel and the lobby
- The throwing of birdseed and rice is not allowed on the premises, as it is dangerous and difficult to clean. Flower petals are not permitted to be used outside of the chapel or outside on the grounds.
- The use of fireworks is not permitted inside or outside on the groups, this includes “sparklers”
- Candles
  - Special care must be taken to avoid possible risk of fire or damage from wax
  - Only dripless candles will be allowed in the facility
  - No exposed flame from a candle is allowed anywhere in or outside the chapel, except on the main back altar or a table for a unity candle ceremony
  - No candles may be placed directly on the floor anywhere in the Chapel
  - Candles placed in the aisle or anywhere in the chapel where people may walk past must be on stands and inside of a glass holder
- Tea lights are only allowed if in a votive size or larger glass holder is used. They may not be used if not in a container.
- Candles are not allowed in or near the pew areas.
- The application of materials (tape, pins, glue, staples, nails, etc.) to walls, ceiling, pews, altars or floors is not allowed.
- Runners down the aisles in or outside the Chapel are not allowed.
- Bastyr will not provide a tablecloth for a unity candle table.
- Please inform others in the wedding party and guests of these policies – you are responsible for their behavior.

The chapel is a sacred space highly cherished by many. Any damage done to the surfaces or fixtures on Bastyr University’s premises, but particularly in the Chapel area, could result in additional costs. All damages in excess of those covered by the $250 Damage and Cleaning Deposit will be charged to the client. An inspection of the facilities will be done after each rental.

Deliveries and Setup
The wedding party is responsible for scheduling delivery of flowers and/or rental equipment to occur during their contracted wedding or rehearsal time. An exception can be made for chair and table deliveries for an outside event. Prior arrangement must be made with Bastyr Conference staff for deliveries and pick ups of rental items for an outside event. Bastyr University representatives cannot accept or sign for deliveries. Any items stored on the premises are for the convenience of the client. Bastyr University and its representatives are not responsible for missing or damaged items or late fees for return items left on the premises that are not accessible at the time of a scheduled pickup.

Smoking and Alcohol
Bastyr University is a non-smoking facility. Smoking is allowed only in two designated areas; please check with the site coordinator on-duty during your rehearsal and wedding for exact locations. Smoking is not allowed inside the buildings, in the Bastyr courtyards, or in the surrounding woods and grounds at any time.

Alcohol is not permitted to be brought onto the campus either in the chapel or on the grounds at anytime during the rehearsal or the wedding day. You are responsible for the behavior of your wedding party and guests.

Children
Children are welcome during events; however, because of safety concerns, children must be under adult supervision at all times.

BOOKING YOUR WEDDING EVENT

Tentative Bookings
To assure you right-of-first-refusal, you may pencil-in a date and have it held for up to seven days without a contract or deposit. If you do not contact us after seven days, your name may be removed without further notice. If, during your seven day pencil-in period, another client requests the same day and time you, (having right-of-first-refusal), will be given twenty-four hours to either book with a signed contract and deposit, or release the date.

Final Bookings and Payment Schedule for Weddings Space Only

Contract and Booking Deposit: To firmly book a date, a signed contract with a $400 non-refundable deposit is required for a wedding in the Chapel. This deposit serves as a cancellation fee if the event is canceled and Bastyr cannot fill the space. The deposit is deducted from the facility fee if no cancellation occurs.

Damage and Cleaning Deposit: A damage deposit of $250 is required and must be paid 30 days prior to the event. This is in addition to the rental fee, but is included in the final payment. This refundable deposit covers extra cleanup and damages to the facility and will be returned if no extra cleanup or damage repair is required. The Wedding Party is required to remove all possessions, including flowers, and leave the space clean and tidy in order to avoid paying an extra cleanup fee. The deposit will be held until after an inspection of the facilities immediately following the event, and the refund check will be mailed out approximately one week after the wedding date.
Final Payment: The remaining balance of the facility fee is due 30 days prior to the event. In the case of a late booking, final payment is due with the signed contract. Additional charges or additional damage costs will be invoiced and sent to the client immediately following the wedding.

Cancellations

The $400 non-refundable deposit will be kept if there is a cancelation at any time and Bastyr cannot fill the space with another wedding or event. If circumstances require you to cancel your event, please advise us immediately to allow us to attempt to fill your space with another event.

COORDINATING YOUR WEDDING EVENT

Site Coordinator

A Bastyr University site coordinator will be present during the entire event. She is on hand to make sure all facility agreements are met regarding setup, cleanup, and access to specific areas. The coordinator is not a wedding consultant and does not assist the Bridal party in any tasks related to the wedding ceremony or preparation. The Conference Services Staff highly recommend hiring a professional wedding coordinator. This can vary from helping with your entire wedding planning or to just working the day of the wedding. It is a great investment to making your wedding day go smoothly and with less stress.

Rehearsal

One hour of rehearsal time is allotted for each wedding party within two weeks of the wedding date. This rehearsal time is included in the facility fee, but we cannot guarantee an evening time slot, as the Chapel is often used for other events during the week. To guarantee adequate space for a longer rehearsal at a specific time, additional fees may apply.

Ceremony

Your wedding party will be allowed four hours for setup and preparation, photographs, ceremony and breakdown for a wedding in the chapel. During your rehearsal you will have the opportunity to work with our staff to create a final schedule for your wedding. Unless you arrange for a late breakdown schedule, a fee of $300 per half-hour will be charged if breakdown is not completed at the end of your four hours. This fee is deducted from the $250 damage and cleaning deposit. All items left after your wedding are subject to disposal.

Insurance

The wedding party must procure and maintain in force for the duration of the wedding, without expense to Bastyr University, a public liability insurance policy or event endorsement to a home owners or renters insurance, covering bodily injury and property damage, with limits of not less than $1,000,000 per occurrence. The wedding party must provide Bastyr University Conference Services with a certificate of such insurance, with Bastyr University named as additional insured, prior to occupancy of the facility.