

# BASTYR UNIVERSITY

## INFORMATION AND GUIDELINES FOR WEDDING CEREMONIES AT BASTYR UNIVERSITY

### Location:

#### **Bastyr University**

14500 Juanita Drive NE  
Kenmore, WA 98028  
Conference Services Room 104  
(425) 602-3075

### The Setting

The Bastyr University Chapel and Gardens are located at the Kenmore campus of Bastyr University. Nestled in beautiful St. Edward State Park, with over 316 acres of forest.



### Rates for use of Chapel

#### WEDDING RATES (APRIL – OCTOBER)

- \* Up to 275 Guests: \$1,400
- \* 276-350 Guests: \$1,525
- \* 351-500 Guests: \$1,650

#### WEDDING RATES (NOVEMBER - MARCH)

- \* Up to 275 Guests: \$1,100
- \* 276-350 Guests: \$1,250
- \* 351-500 Guests: \$1,375

Prices include four hours of private use of the Bastyr University Chapel, setup of all foyer tables and chairs, use of a PA system, and two changing rooms for the Bride and Groom. Also included is one hour of rehearsal time scheduled prior to your wedding date.

#### REHEARSALS:

- \* Chapel rental includes a complimentary 1 hour rehearsal, additional time can be purchased at a rate of \$150/hour.
- \* Time slots for this are subject to Chapel and Staffing availability

### Available Times for Your Wedding

Bastyr offers several possible four hour time slots for wedding ceremonies on Friday nights and weekends:

- \* On Fridays, the Chapel is available for an evening wedding, after 5pm.
- \* On Saturdays, we have two four hour time slots.
  - Morning: Between 11:00am-3:00pm
  - Afternoon: Between 3:30pm-7:30pm
- \* On Sundays, the Chapel is available for any four-hour time slot between the hours of 9:00 AM and 6:00 PM.

These time slots are four hours in length and include setup, preparation, the ceremony and breakdown/cleanup.

### Tables and Chairs

Most guests prefer to use the wooden pews in the Chapel for guest seating of up to 275. However, should additional seating be required in the Chapel, chairs (including their setup) for up to 225 additional guests are available for an extra fee (see rate information). Your rental fee includes up to two tables in Chapel lobby for a guest book and gifts. Lobby tables come with either black or ivory tablecloths.

## Damage Deposits

We charge a \$250 refundable damage deposit. The following criteria must be met in order to receive a full refund. (Damage beyond the \$250 amount will be subject to additional charges to the client.):

- The Chapel must be left in a clean condition. All decorations removed and the floor swept if necessary.
- All decoration Guidelines are met and have been preapproved. (See Guidelines below).
- Your refund check will be mailed back to you approximately 12 days after your wedding.

## DECORATION GUIDELINES AND POLICIES

### Decorations, Candles and Throwing of Items

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

- The throwing of glitter or confetti, or the shooting of Silly String®, is **not allowed inside or outside** on Bastyr University grounds.
- Blowing bubbles is allowed **only outside** the facility, **not inside** the building.
- Balloons are **not** allowed inside the facility, including the Chapel and the Chapel lobby.
- The throwing of birdseed and rice is **not allowed inside or outside** on Bastyr University grounds, as it is dangerous to wildlife and difficult to clean.
- Flower petals are **not** permitted outside of the Chapel or outside on the grounds.
- The use of fireworks are **not** permitted inside or outside on Bastyr University grounds; this includes sparklers.
- **No Drones or another flying object maybe used inside the Chapel or on the property.**
- No Fog Machines in the Chapel, as it will set off the fire alarms.
- **Candles, only battery operated candles are permitted, with the exception of the Unity Candles used in the alter area.**
- The application of materials (tape, pins, glue, staples, nails, etc.) to the walls, ceiling, pews, altars or floors is **not** allowed in the Chapel or lobby. Exceptions can be made if an approved tape is used.
- Runners down the aisles inside or outside the Chapel are **not** allowed.

Please inform others in the wedding party and guests of these policies – **you are responsible for their behavior.**

Our Chapel is a sacred space cherished by many. Any damage to the surfaces or fixtures on Bastyr University's campus, **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 is done after each rental.

### Parking and Loading Areas

Ample free parking is available on the Bastyr campus.

- Parking is allowed only in designated areas (*Please do not park on the grass!*)
- Please 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.

### Deliveries and Setup

- The wedding party is responsible for any delivery of flowers and/or rental equipment and should be scheduled to arrive during their contracted wedding or rehearsal time.
- 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.

## 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 four microphones:
  - One cordless lapel microphone, usually for your officiant (omnidirectional)
  - Three hand held cordless microphones (unidirectional)
- The Chapel has a wonderful sound system and plays recorded music with the following capabilities
  - Cell Phone, MP3 Player, iPod, Computer or any other similar device
  - CD, but they must be of excellent quality
  - Tapes
- 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.
- Piano Rental is available for a rental fee of \$150
- Organ Rental is available for a rental fee of \$250, see us for a list of approved organists.
- Bastyr University does not provide any other musical instruments or sound systems for singers and/or musicians.

## 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. Per Washington State Law, smoking is not allowed inside the buildings, within 25 feet of the buildings, in the Bastyr courtyards, or in the surrounding woods and grounds at any time.

Alcohol is not permitted on campus, in the Chapel or on the grounds at anytime during the rehearsal or 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 penciled in period, another client requests the same day and time, you (having right-of-first-refusal) and will be given 24 hours to either book with a signed contract and deposit or release the date.

## Final Bookings and Payment Schedule

Contract and Booking Deposit: To firmly book a date for a wedding in the Chapel, a signed contract with a \$400 non-refundable deposit is required. This deposit serves as a cancellation fee if the event is canceled and Bastyr cannot fill the space. The deposit is applied to your rental 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 12 days after your 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.

## **Cancelations**

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

# **COORDINATING YOUR WEDDING EVENT**

## **Site Coordinator**

A Bastyr University Site Coordinator will be present during the entire event. She will be on hand to make sure all facility agreements are met regarding setup, cleanup, and access to specific areas, as well as assuring the wedding stays within the allotted time frame. The Site Coordinator is **not a wedding consultant** and **does not assist the wedding party with any tasks related to the wedding ceremony or preparation**. We highly recommend hiring a professional wedding coordinator, who can help with everything from planning your entire wedding to simply coordinating the events of the day. It is a great investment to make your wedding day as smooth and stress free as possible.

## **Ceremony**

Your wedding party will be allowed four hours in the Chapel for setup and preparation, photographs, ceremony, and breakdown/cleanup. 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 complete at the end of your four hours. This fee will be deducted from the \$250 Damage and Cleaning Deposit and you will be invoiced for any remaining balance due. 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 (Day of Event Insurance) or an event endorsement to 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 Insurance," with Bastyr University named as additional insured, prior to occupancy of the facility.**

