

BASTYR UNIVERSITY

Chapel Rental - Weddings

BASTYR KENMORE CAMPUS - CHAPEL

Pricing & Guidelines
2025

The Setting

The Bastyr University Chapel and Gardens are located at the Kenmore campus of Bastyr University. Nestled in beautiful, 350-acre St. Edward State Park.

Rates for Wedding Ceremony:

2025 Rates

- Up to 250 Guests: \$2065.00*
- For guests numbering between 251-400 there will be additional facility fee of \$350
- Chapel rental includes a complimentary one (1) hour rehearsal; additional time may be purchased at a rate of \$350/hour.

*Price includes four (4) hours of private use of the Bastyr University Chapel, setup of two foyer tables, and use of a PA system. Rental also includes a one (1)-hour rehearsal time, plus two (2) changing rooms for the wedding party.

Time slots for rehearsals are subject to Chapel and Staffing availability. Prices are subject to change.

Available Times for Your Wedding

Bastyr offers several possible four (4) hour time slots for wedding ceremonies on Friday evenings and weekends:

- On Fridays, the Chapel is available for an evening wedding, after 5:00 pm.
- On Saturdays and Sundays, the Chapel is available for rental between the hours of 8:00 am-7:00 pm.

These time slots of four (4) hours include setup and preparation, the ceremony and breakdown.

Tables and Chairs

Most guests prefer to use the wooden pews in the Chapel for guest seating of up to 250. However, should additional seating be required in the Chapel, chairs (including their setup) for up to 150 additional guests are available for an additional facility fee of \$350. Your rental fee includes up to two tables in Chapel lobby. Lobby tables come with either black, white, or ivory tablecloths.

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Damage Deposits

We charge a \$350 refundable damage deposit. The following criteria must be met in order to receive a full refund:

- 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 30 days after your wedding.

Damage beyond the \$350 amount will be subject to additional charges to our client.

Deliverables Timeline

Due at time of signing

- Signed Contract
- \$400 Non-refundable Deposit

90 days Prior to Event

- Phone call to check-in with couple
- Rehearsal date due

30 days Prior to Event

- Day-of-Contact due
- Event Insurance due
- \$350 Refundable Damage Deposit due
- Final Invoice due
- Preliminary Day-of-Timeline due

14-days Prior to Event

- Final headcount due
- Final Day-of-Timeline due

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Booking your Wedding Event

Tentative Bookings

To assure you right-of-first refusal, you may place a tentative hold on 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 (7)-day tentative hold period, another client requests the same day and time, you (having right-of-first refusal) will be given 24 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 for a wedding in the Chapel, a signed contract with a \$400 nonrefundable 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 refundable damage deposit of \$350 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 damage to the facility and will be returned if no extra cleanup or damage repair is required. The wedding party must remove all possessions, including flowers, and leave the space clean and tidy 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 before 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.

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Booking your Wedding Event Continued...

Cancellations and Rescheduling

- **Cancellations:** Bastyr will keep the \$400 non-refundable deposit if there is a cancellation 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.
- **Rescheduling:** If circumstances arise that require you to reschedule your wedding date, requests must be made 90 days (about 3 months) prior to the wedding date. You will be allowed to reschedule once within a one-year period and your \$400 deposit will transfer over to your new date. If you must reschedule within 90 days of your contracted event date, or you need to schedule outside a one-year period, you will forfeit your deposit and must place an additional deposit for your new date.

Coordinating your Wedding Event

Venue Liaison

- A Bastyr University Venue Liaison will be available during the entire event. They will be on-site to make sure all facility agreements are met regarding set-up, cleanup, and access to specific areas. The Venue Liaison 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. All wedding parties must identify a Day-Of-Contact at least 30 days before the event. This person will be the main contact for the Venue Liaison leading up to and during the event.

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Coordinating your Wedding Event Continued...

Ceremony

- Your wedding party will be allowed four (4) hours for setup and preparation, photographs, ceremony, and breakdown for a wedding in the Chapel. Unless you arrange for a late breakdown schedule, a fee of \$350 per hour will be charged if the breakdown is not complete at the end of your four (4) hours. This fee will be deducted from the \$350 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 homeowners or renters' insurance, covering bodily injury and property damage, with limits of not less than \$1,000,000 per occurrence. The wedding party must give Bastyr University Events and Guest Services a certificate of such insurance, with Bastyr University named as additional insured before occupancy of the facility.

Children

- Children are welcome during events; however, due to safety concerns, they must always be under adult supervision.

The 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 more than those covered by the \$350 Damage and Cleaning Deposit will be charged to the client.

An inspection of the facilities is done after each rental.

Ample free parking is available on the Bastyr campus.

- 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 for the wedding party at the rear of the Chapel for deliveries.

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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 is not permitted inside or outside on Bastyr University grounds; this includes sparklers.
- No drones or other flying object may be 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, except the Unity Candles used in the alter area. Any wax spilled from a Unity Candle must be cleaned before the wedding party departs or you may be subject to a cleaning fee.
- 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 may be made if approved tape is used. (Any approved tape must be removed after event has concluded)
- Runners down the aisles inside or outside the Chapel are not allowed.

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

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Deliveries and Setup

- The wedding party is responsible for any delivery of flowers and/or rental equipment scheduled 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 three microphones:
 - One cordless lapel microphone, usually for your officiant (omnidirectional)
 - Two handheld cordless microphones (unidirectional)
- The Chapel has a wonderful sound system and plays recorded music through a standard headphone jack (3.5mm TRS) which can be connected to the following:
 - Cell Phone, MP3 Player, Laptop (connection adapters are not provided)
 - If you choose to bring your own sound equipment, it must be self-contained and may not be plugged into the Bastyr University system.
- Piano Rental is available for a rental fee of \$175
- 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 Bastyr Venue Liaison 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 during the rehearsal or wedding day. You are responsible for the behavior of your wedding party and guests.

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