

BASTYR UNIVERSITY

Chapel Rental - (Non-Wedding)

BASTYR KENMORE CAMPUS - CHAPEL

Pricing & Guidelines
2025

Pricing

Event Type	Rental Period	2025 Pricing
Recording	Up to 8 hours	\$1725.00
Concert	Up to 6 Hours	\$2310.00
Concert Rehearsal	Up to 4 hours including setup time	\$825.00
Event Set Up	2 hour time block	\$415.00
Additional contract hours	Per hour. Max 9 hours /day total rental time	\$350.00
Greenroom Rental	Up to 6 Hours	\$360.00

Concert and recording rental include access to the chapel, choir loft, and back chapel ante room only. If additional greenroom or office space is required, greenroom rates will apply. Greenrooms will be assigned based on availability.

Available Times for Your Non-Wedding Rental:

Bastyr offers several possible time slots for non-wedding chapel rental on Friday evenings and weekends:

- On Fridays, the Chapel is available for an evening concert, after 5:00 pm.
- On Saturdays and Sundays, the Chapel is available for rental between the hours of 8:00 am-7:00 pm.
- Weekdays may be available for recordings only. Please reach out for availability.

These time slots include setup, performance or recording, and tear down. If additional set up or rehearsal time is needed, please refer to the above for pricing.

Tables and Chairs

The chapel has seating for a maximum of 400 guests in addition to performers on stage (up to 50 members). Your rental fee includes up to two tables in Chapel lobby. Lobby tables come with either black, white, or ivory tablecloths.

If your group requires additional stage space, a Stage Extension may be available for an installation fee. Please inquire.

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CONTACT US



confer@bastyr.edu



14500 Juanita Dr. NE
Kenmore WA 98028



425.602.3075

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Deliverables Timeline

Due at time of signing

- Signed Contract
- 25% Deposit

90 days Prior to Event

- Phone call to check-in with client
- Confirm rental dates, times, and rooms

30 days Prior to Event

- Day-of-Contact due
- Event Insurance due
- Preliminary Day-of-Timeline due

14 days Prior to Event

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

2 weeks After Event

- Final Invoice due

Booking your 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.

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Final Bookings and Payment Schedule for Non-Weddings

- **Contract and Booking Deposit:** To firmly book a date for a non-wedding event in the Chapel, a signed contract with a 25% deposit is required.
- **Final Payment:** The BU Events team will send you an invoice after your event has been completed. The remaining balance of the facility fee is due fourteen (14) days after your event. Additional charges or additional damage costs (if necessary) will be invoiced and sent to the client immediately following the event.

Cancellations and Removal of Group Belongings

- The Guest Group shall forfeit its 25% deposit if the event is canceled within 90 days of the event date. If the event is canceled within twelve (12) days prior to the event date the Guest Group shall forfeit its deposit and shall pay for all costs accrued by Bastyr University in the preparation of the event. If an event must be postponed, the event may be rescheduled on a space available basis at the discretion of the Events & Guest Services Director. Bastyr University shall not be liable for any costs incurred by the Guest Group as a result of schedule change.
- The Guest Group is responsible for the prompt removal of materials, equipment and furnishings brought onto the Bastyr University campus. Unless prior arrangements have been made and are noted on the contract, the Guest Group may be assessed a minimum of \$100.00 per day storage fee for items left at the conclusion of the event. Bastyr University is not responsible for damaged, lost, or stolen items. Items left for more than 15 days will be considered abandoned and may be disposed of or donated.

Coordinating your 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 an event consultant and does not assist the event planners with any tasks related to the event execution or preparation. All event groups 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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Event Insurance

Guest Group must procure and maintain in force for the duration of the event(s), at the discretion of the Bastyr University Events & Guest Services Director, without expense to Bastyr University, a public liability insurance policy or Event Endorsement to a home owners/ renters insurance policy, covering bodily injury and property damage, with limits of not less than \$1,000,000 per occurrence. Guest Group must provide Bastyr University Events & Guest Services with a certificate of such insurance, with Bastyr University named as additional insured, prior to 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 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 event coordinators and deliveries at the rear of the Chapel.

Deliveries and Setup

- The contracted organization is responsible for any deliveries of furniture and/or rental equipment scheduled during their contracted event time. If setup or delivery is requested outside of contracted event time, this must be scheduled in advance. (Deliveries must be made within normal business hours and at a mutually agreed upon time between client and Bastyr).
- Bastyr University representatives cannot accept or sign for deliveries.
- Any items stored on the premises are for the convenience of the client and may be subject to a storage fee. 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.

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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/Tablet (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.
- **Outside vendors (photographers or videographers) are not permitted to access Bastyr's sound board or patch in for audio.**
- Piano Rental is available for a rental fee of \$175 (must be requested in advance).
- 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 rental 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 any events without express written approval from a BU representative and the proper WALCB banquet permits.

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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 event, 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.
- 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.
- Runners down the aisles inside or outside the Chapel are not allowed.

The contracted organization is responsible for vendor behavior and their adherence to the contract and venue guidelines. We encourage you to share these guidelines with your event planning team and vendors.

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