

LEE CHAPEL & MUSEUM
Washington and Lee University, Lexington, VA 24450

WEDDINGS
Wedding Party Protocols and Use Agreement

Thank you for choosing the Lee Chapel as the site for your wedding. The Lee Chapel Site Manager (hereinafter “Site Manager”) and Staff will do everything we can to see that your wedding goes smoothly. Because the Chapel is an historic building (listed on the National Register of Historic Buildings), every effort must be made to safeguard the building. Your agreement to comply with the following protocols will help to insure the survival of this historic site for future generations.

FACILITY USE:

- Only the Chapel auditorium is available for weddings; the *Museum is off limits to the wedding party, guests, officiant, and vendors*. All arrangements for the rehearsal and wedding ceremony must be made by the bride or groom with the Lee Chapel office.
- Vendors: Arrangements for all vendors must be made directly between the wedding party and the vendor. **All vendors (florists, photographers/videographers, musicians, and wedding director) must be on the approved vendors list or, if you request a vendor not already on the approved list, approval by the Site Manager must be made in advance.** The Site Manager has the authority and discretion to approve/disapprove any vendor. Vendors not listed on our approved list must complete the “Wedding Vendor Protocol Form” found on our website. The vendor form must be returned to the office **90 days prior** to the wedding.
- Dressing and Restrooms: There are **NO** dressing facilities available in the Chapel. After museum hours, there is no access to the restrooms, since they are located within the museum area. Please check with the Lee Chapel Wedding Coordinator for suggestions about dressing facilities.
- Statue Chamber: Gates will remain locked and closed during all weddings and rehearsals. The solid wooden doors will remain open unless a request is made that they be closed.
- Piano: The piano must remain in its position at the left of the stage. Any movement of this instrument must be made by permission of the Site Manager, but it cannot be removed from the stage. The large lectern will be moved to stage left, against the side wall. It may not be removed completely from the stage.
- Balcony: The balcony is off limits to guests. Only the musicians and photographers/videographers may access the balcony. The ropes should remain up to keep guests off the stairs after the musician(s) access the balcony.
- Decorations: Because Lee Chapel is a historic building, there are restrictions on decorating the Chapel. For the full list of restrictions, and where within the chapel you can decorate, please visit our Weddings page on the Lee Chapel website. Be advised that these restrictions affect the use of flames (prohibited), foliage, mounting materials and equipment, and the movement and use of university furniture. Please review the complete list on our website before signing this form.
- Clean Up: Prior arrangements must be made for the **prompt** removal of all items brought into the Chapel for the ceremony. Please instruct the florist to remove any debris left in the aisles and on the stage. Any clean-up that is necessary is the responsibility of the wedding party. The

Chapel must be left in a clean and orderly condition, ready to receive public visitors. All clean-up must be completed within the 2.5 hours from the time the service begins.

- Lee Chapel Staff: A public safety officer and a Lee Chapel staff person are assigned to each wedding. If you have questions, please direct the question to the chapel staff wedding attendant.
- Photography and Video: Arrangements for photography, including video, during the ceremony should first be discussed with the ceremony officiant. Locations for set-up for both still photography and video must be cleared in advance by the Site Manager or the Lee Chapel Wedding Coordinator. It is preferred that wedding party use photographers/videographers on the local approved vendor list, as these individuals are very familiar with the Chapel protocols and layout; however, brides may request to have the Site Manager or the Lee Chapel Wedding Coordinator approve another individual/firm for their wedding. Approval on any vendor is within the discretion of the Site Manager. Approval must take place before the day of the wedding. Please see our website for more details.
 - ***Where Photographs May Be Taken:***
 - **Prior to the Ceremony** – Photos of the groom, groomsmen and parents may be taken at any time on the Chapel grounds or inside on the auditorium stage during the one hour period before the ceremony. There will be no access to the museum in the lower level for this purpose.
 - **Prior to the Ceremony** – Photos of the bride, bridesmaids and parents may be taken in Washington Hall or on the Chapel grounds at any time.
 - **During the Ceremony** – Speak with the officiant as to his/her preferences regarding photography and video. Many clergy have restrictions on this.
 - **After the Ceremony** – The two and one-half (2 and ½) hours scheduled for weddings allows sufficient time for posed photographs of the wedding party after the ceremony. **Please note:** a delay in starting a ceremony or having a particularly lengthy ceremony will reduce the amount of time available for photography. Bear this in mind and alert the photographer. A penalty fee will be charged if a wedding party goes beyond its reserved time (see Fees).
 - ***Video:*** If clergy approves, ceremonies may be videoed. All video must be done with a stationary camera and with existing lighting only; the best location for this is in the balcony. Neither the Chapel Office nor the University AV department is available to do video or audio recordings of weddings.
 - ***Restrictions on Photography and Video Equipment:*** *Equipment must be limited to cameras, built-in or attached flash, and a tripod. NO ladders or portable lights may be brought into the Chapel. The balcony is open for use by approved photographers and videographers ONLY.*

PROHIBITIONS:

- No candles, incense or open flames are allowed.
- No food or beverage is permitted in the Chapel. Bottled water is permitted for the wedding party only.
- Alcohol is strictly prohibited in or outside the Chapel.
- No smoking in the Chapel.

SCHEDULING:

Weddings are limited to a 2.5 hour timeslot on the wedding day and must occur on the hour. During heavy visitation periods available times are more restricted. Use of the site for wedding preparations, service, photography, and clean-up must occur during the 2.5 hour timeslot. Because we are open to the public, **NO ONE affiliated with the wedding may arrive at the chapel prior to the hour immediately preceding the service.**

A one hour rehearsal is permitted the evening prior to the wedding. Rehearsals are scheduled on the hour and must be scheduled **after** the chapel closes to public visitors. Additional rehearsal time for musicians is not available.

FEES:

The fee for the use of the chapel is \$1,500.00 for residents of Lexington, Buena Vista, and Rockbridge County, \$2000.00 for persons residing outside of that local area, and \$1000.00 for those affiliated with the University. Payment is due within thirty (30) days of making the reservation in order to confirm the reservation. If the Chapel is not vacated within the proscribed time limit, a penalty fee of \$100.00 will be charged and collected before the wedding party departs.

Both Lee Chapel and Public Safety staff must be present for all weddings held in the Chapel. Those staff fees are included in the wedding fee. Please make the check payable to Washington and Lee University and mail to:

Lucy Wilkins,
Site Manager, Lee Chapel and Museum
11 University Place,
Lexington, VA 24450.

RESPONSIBILITY FOR DAMAGES AND REQUIREMENT FOR INSURANCE:

The person(s) signing this Use Agreement is/are responsible for all damages to the property of Washington and Lee University, including the Lee Chapel site and all items contained therein, resulting from the use of Lee Chapel for this wedding, whether caused by a member of the wedding party, a family member or guest, or any vendor. Washington and Lee University requires that the person signing this Use Agreement provide, at his/her own expense, comprehensive general liability insurance in the amount not less than One Million Dollars (\$1,000,000.00) per occurrence. The University and its officers, trustees, employees, agents, and volunteers must be named as Additional Insured under such insurance policy and person signing this Use Agreement must provide the University with a certificate of insurance reflecting the coverage and this designation at least ten (10) calendar days prior to the date of the wedding. If the person signing this Use Agreement does not have insurance that meets these requirements, the University provides access to Special Event Liability Insurance which has been vetted by the University and meets the University's insurance requirements. To apply for a quote, please visit the following website:

[https://www.TotalEventInsurance.com/app/Customer/CustomerLogin.aspx?bid=jjrk8qsM69c\\$.](https://www.TotalEventInsurance.com/app/Customer/CustomerLogin.aspx?bid=jjrk8qsM69c$.)

Homeowner's Policy Company: _____

Name of Insured: _____

Policy #: _____

If you have questions or concerns, please discuss them with the Site Manager prior to completing the reservation process.

Please sign and date the following statement and return to:

Lucy Wilkins,
Site Manager, Lee Chapel and Museum
11 University Place,
Lexington, VA 24450.

I have read and understand all of the above rules and protocols governing the use of Lee Chapel for weddings. I further agree that all parties and vendors associated with this wedding will comply with the rules as stated above and understand that I am responsible for any loss or damage caused by the wedding party, family or guests, and/or vendors. I understand that disregard of the rules and protocols and/or the authority of the Site Manager may result in the immediate cancellation of the wedding.

Name: _____

Date: _____

Wedding Date: _____

Updated 1/09/18

