



Thank you for choosing The Olde North Chapel for your wedding ceremony. While we are always decorated and “ready to go” for a wedding, we have several pricing options available. They are as follows:

Weddings

Chapel Rental only (3 hour blocks only) Seats up to 250 \$350.00

This is a full, 1st class wedding for a 3 hour time block only. During that time, you may rehearse, do minimal decorating, the ceremony, photography session and clean up of items. None of the “hard” decorations, arches, lamps, pew lanterns may be moved or removed; they may ONLY have flowers, ribbons or bows **added to** them. Use of the Bridal Suite and Groomsmen waiting room is included.

Time period must be followed due to multiple reservations for weddings on that day.

Add officiate \$100.00

Banquet Room Rental (6 hours) Seats up to 100 \$500.00

This includes use of banquet room, kitchen, tables and chairs, same day decorating and set up time. Clean up by event end time. Additional charges apply for earlier set up or later clean up time.

Additional cost per hour (booked in advance) - \$75.00 Six hours total \$500.00

Additional cost per hour if event time runs over - \$100.00 (charged in half hour increments)

Wedding Packages

Chapel Package - \$550.00

Several hours use of the Bridal suite and Groomsmen waiting room before the wedding, Choice of Traditional Brass or Black Garden arch and lighting options, with or without chapel flowers, wedding music on CD, Rehearsal time, (most likely the day before the event) and ample time for the photography session are included (up to 1 ½ hours after the ceremony). No other weddings are scheduled on your day

This package reserves the chapel for the time of your choice.

Officiate available for an additional charge \$100.00 - \$150.00

Wedding & Reception Package – \$1,050.00

Includes: **Chapel and banquet room rental**, Several hours use of Bridal Suite and Groomsmen waiting room before the wedding, Choice of Traditional Brass or Black Garden arches and other lighting accessories, with or without chapel flowers, wedding music on CD. Rehearsal and decorating time, the **evening** before. Banquet room package includes use of the full kitchen, Set up of tables and chairs, white rolled paper tablecloths and lighted fountain punch bowl.

Rent the entire building for the **entire day**, plus **rehearsal the evening before**.

Officiate available for an additional charge \$100.00 - \$150.00

Add 4-6hours additional chapel and banquet room decorating/preparation time **the day before** \$150.00

Monday – Thursday “Mini Ceremony” \$150.00

The couple may bring in up to 25 people and their cameras. There is no rehearsal time, no choice of decorating options; the entire event will be no longer than 1 hour.

Monday – Thursday “Courthouse Interception” \$100.00

This option is for the couple that would otherwise go to the Justice of the Peace or the City Clerk for a legal /civil ceremony. No music. May come same day.

Officiate for your wedding elsewhere (add \$50.00- \$100.00 for additional rehearsal visit) \$150.00



Please follow these rules when using the Chapel. Children MUST be accompanied by an adult at ALL times. Children are NOT permitted in the balcony. Absolutely NO Food or Drink on the Chapel level.

1. Do not move the antique furnishings, arches, lamps or pew lanterns, they are very fragile.
2. Use only non-drip candles on the Chapel alter and on the carpeted area. No other candles are permitted. In the banquet room, candles are allowed provided they are in a bowl or inside a globe.
3. Only birdseed or bubbles may be thrown at the Bride and Groom on the chapel steps. Rice and confetti are not allowed. If using a horse and carriage, please do not allow anything to be thrown near the horses.
4. A white aisle runner can be secured with double faced tape and straight pins on the steps.
5. Any flowers or decorations that are used may not damage any artifacts. **Tacks, duct tape, staples and/or nails cannot be used. Please do not use any tape or glue on painted surfaces.**
6. Please make sure that you take all flowers and decorations out of the Chapel when you clean up after the wedding, unless arrangements are made otherwise.

Deposit information for The Olde North Wedding Chapel and Banquet Room

To guarantee use of the facility, a \$250.00 initial payment is due at the time of commitment (this includes a \$50.00 non-refundable reservation fee.) A \$200.00 damage deposit and is **in addition to** the facility rental fee.

The remaining facility rental fee (payable to The Olde North Chapel) is due within 30 days of the event. The \$200.00 damage deposit will be refunded within 14 days after your event provided all other fees have been paid and there are no damages.

Parking Information

The Olde North Chapel has a parking lot on the north end of the building with 20 parking spaces. Additional parking is allowed in the adjacent lots (both East corners of North 11th and North "B" Streets, Wayne County Museum property), on the right side of North "B" Street, between N. 10th and N. 12th, and both sides 11th Street south of the chapel. Parking is also available at Girls, Inc. (North 10th Street) both front and rear lots. We will place signs in the lots the day of the event.

Bridal Suite

Bridal Suite includes a sink, dressing room lights, mirrors and electricity. Placement of the mirrors allows a full view of the front and back. Additional space for bridesmaids is available in the ladies restroom, just across the way. The Bridal Suite will be locked and you or your specified agent will be given the key, during the ceremony.

Food

Our kitchen is a full kitchen available for your use. We do not offer catering, but can recommend several local caterers. You may use the kitchen to store your cold items, warm or bake previously prepared items and for cleaning purposes. There is a garbage disposal and garbage bags under the sink.

Clean Up

The Chapel is responsible for the set up and tear down of tables and chairs, however, you may rearrange them to suit your needs. None of the tables or chairs may be removed from the premises. The Chapel is also responsible for the actual cleaning of the building, once your decorating items and trash have been removed. Rosie Roller trash containers are available at the rear of the chapel. Garbage bags and trash receptacles are in the kitchen. Be sure to have enough transportation available to remove all of your items, i.e. decorations, gifts, clothing, left over food.

Additional Items available for rent

While we do include our chapel decorations for free with the chapel rental, we do charge a minimal fee for banquet room and tabletop decorations for the reception.



The Olde North Chapel - Facility Rental Agreement

This Agreement is made the _____ day of _____ 20____ between The Olde North Chapel , (hereinafter "chapel"), whose address is 200 North Eleventh Street, Richmond, IN 47374, and _____ (hereinafter "User"), whose address is _____

Phone number _____ or _____.

The terms of the agreement are set forth as follows:

FACILITY ENGAGEMENT

1. **Scope of License** User is authorized to use the chapel facility described below for the purpose of the following activity

(Name of activity or Event)

200 North 11th Street, Richmond, IN 47374 _____
Location(s)

Date _____ From _____ a.m./p.m. to _____ a.m./p.m.

2. **Facility Rental Fee(s)** Facility Rental fees are due within 2 weeks of the scheduled event.

Chapel	\$ _____
Banquet Room	\$ _____ (plus \$200.00 damage dep)
Officiate/Other	\$ _____
Total Facility Rental Fee(s)	\$ _____

The holding of any event or activity not specifically authorized shall result in the revocation of this Agreement and the immediate closing of the facility. All fees are forfeited upon this condition.

3. **Initial Payment** One \$250.00 initial payment (including a non-refundable \$50.00 reservation fee) is due at time of commitment. **A \$200.00 is a damage deposit and is in addition to the facility rental fee.** This additional damage deposit will be refunded within 14 days following the function, providing: 1) no damage has been done to the building, its contents or other chapel properties, 2) all outstanding balances are paid, and 3) subject to other conditions stated below.

4. **Cancelled Facility Engagement** Functions cancelled **more than 6 months** prior to engagement are fully refundable, minus the \$50.00 reservation processing fee. Functions **cancelled six months or less** to use date will **forfeit the entire \$250.00 reservation processing fee and initial payment.** Functions **cancelled less than three months prior to rental date are completely non-refundable.**

5. **Ending Time** Function must end at rental agreement time. After agreement rental time, an additional fee of \$50.00 per half-hour will be assessed against User and may be applied against any security deposit.



6. **Smoke Free Facility** Smoking is not permitted anywhere in the chapel, including the restrooms. There is a bucket located near the front benches, outside, for cigarette butts. Please do NOT throw them on the ground.

7. **Decorations and Clean Up** Decorations must be pre-approved by Chapel management staff or their designee. **No harsh tapes, such as duct tape, nails, tacks, or staples can be used at anytime. No tape on painted surfaces.** Nothing may be fastened to walls, windows, curtains or floors. User is responsible for removing all decorations and debris from the facility, placing all trash in plastic bags furnished by the Chapel, and disposing of trash in the nearby dumpster or other designated container. Any cleanup that must be done will be charged to the User at the rate of \$25.00 per hour, per staff person and may be applied against any security deposit.

8. **Damages** User agrees to be **responsible for all damage** to any area of the Chapel, parking lots, when such damage is caused by User or User’s invitees, employees, independent contractors, or agents.

9. **Assignment** User shall not assign this agreement to any other person, firm, company, or corporation. Further, the User agrees that it will not use or allow any others to use the premises in violation of federal, state, or local laws or ordinances, or in violation of the provisions of this Agreement or in violation of Chapel Rules.

10. **Alcohol** Chapel is not permitted to sell or serve alcohol. Chapel is not responsible for any alcohol brought in or served. No minors what-so-ever are allowed to consume alcohol on premises. The **\$200.00 damage deposit is due at time of commitment for an event serving alcohol** and will be refunded within 14 days following the function, providing: no damage has been done to the building, its contents or other chapel properties, all outstanding balances are paid, and subject to other conditions stated in this agreement.

11. **Indemnification** User agrees to indemnify and hold harmless the Chapel and its officers, agents, or employees against any and all claims, liability, losses, damages, and expenses, including attorney fees and other costs of litigation, which any or all of them may hereinafter incur, be responsible for, or pay out as a result of the bodily injury to any person(s) or damage to any property, arising out of the User’s use of the described premises.

12. **Termination** The Chapel shall have the right to terminate the Agreement in the event User violates any of the terms or conditions and to pursue any other remedies available by law.

13. **Public Announcement** User agrees to allow The Olde North Chapel to publically post or publish wedding announcement in local paper (two weeks after event), social media and to also use photographs and likenesses as promotional material on any media site. You may opt out if desired by checking this box. **Opt Out**

14. **Signatures** User agrees to the terms of this Agreement as set forth:

Name of User: _____ Date of Event: _____

Total Deposit Required: \$ _____ 250.00 _____ (Due at time of commitment, \$50. is non-refundable)

\$ _____

\$ _____ (Balance Due in full within 30 days of Event)

X _____

Date _____

X _____

Date _____

Date _____

Ardene Schoeffler for The Olde North Chapel



Local Caterers

Fecher's Panache	www.fecherspanache.com	(765) 259-1575
Ghyslain Chocolatier & Bistro	www.ghyslain.com	(765) 966-3344
Hometowne Dining	full service catering	(765) 488-2523
Joes Pizza		(765) 935-3838
MCL Cafeteria	full service catering - mclcatering.com	(765) 966-2939
Maria Mitrones Italian Market	www.4parker.com	(765) 966-3614
Old Richmond Inn	full service catering www.olderichmondinn.com	(765) 962-2247
Reid Hospital Catering Services	cakes and catering	(765) 983-3133
Tin Lizzie Café	tinlizziecafe@yahoo.com	(765) 962-4441

Photographers

Joseph Halberstadt Photography	www.JHP1.com	(937) 558-2299
Stephanie Harrison	www.stephanieharrisonphotography.com	(765) 962-3133
Terah Faith Photography	www.terahfaithphotography.com	(765) 977-0269
Toschlog Photography	www.toschlogphotography.com	(765) 855-1776
Diana Pappin	djpappin@gmail.com	(765) 716-7410

Musicians

Brian Rodgers	Singer/songsmith	(765) 967-8590
Dave Sizemore	Guitarist/Singer	(765) 966-8451
Tim Branson	Pianist	(765) 966-6621
Tom Walker	Organist/Pianist	(765) 965-9952

Cakes

Fecher's Panache	www.fecherspanache.com	(765) 259-1575
Joy Ann Cake Shop		(765) 962-1705
Queen Bee Confections	www.queenbeeconfections.com	(765) 444-9811
Reid Café at Twelve Hundred Catering	www.reidhealth.org	(765) 983-3022

Larger Reception and Banquet Halls – All within blocks

4 th Floor Blues Club – Historic Depot District – 4 Blocks North	(765) 966-5654
Wayne County Historical Museum – Less than a block away East, same parking	(765) 962-5756
William G. Scott House (Former Knights of Columbus) – One block West on 10th	(765) 966-4852

Florists

Overnight Accommodations

Misc. Wedding Services

One Horse Affair	Horse drawn carriage, black or white carriage -email: onehorseaffair@att.net	(765) 749-4336
Quaker Trace	Horse drawn carriage, White dove release -email: QuakerTrace@yahoo.com	(765) 874-1649
Shirley Shafer	Painted backdrops, custom made or rentals - Shirleyshafer@hotmail.com	(765) 966-5615

PLEASE TELL THEM THAT THE OLDE NORTH CHAPEL REFERRED YOU!