

Berry College Wedding Guidelines

(Revised December 2010)

Congratulations on your upcoming wedding! We are happy that you are considering having your wedding at Berry College in one of our three uniquely beautiful chapels: Berry College Chapel, Frost Memorial Chapel and Barnwell Chapel.

The primary purpose of the Berry chapels is to support the overall mission of the college and further our students' intellectual, moral and spiritual growth. Due to the priority of college related events, Berry College reserves the right to schedule any or all of its chapels for college-sponsored programs or activities and may do so at any point up to one year in advance. Consequently, certain dates will not be available for scheduling weddings and weddings may not be scheduled more than one year in advance. If you meet the eligibility requirements you may "pencil-in" dates up to two years in advance, however, they will not be confirmed until one year from the date.

Qualification for Use:

You must be affiliated with Berry College in one of the following ways to reserve Frost Chapel or the Berry College Chapel:

1. Student presently enrolled at Berry (must have completed one year of study)
2. Berry faculty and staff (present and former) and their children
3. Berry Alumni (persons who have completed one full academic year of study and are listed in the Registrar's Office) and their children
4. Members of the Board of Trustees, Board of Visitors and official advisory councils and their children (*Eligibility will be verified through the Registrar's Office, Alumni Office or Human Resources Department.*)

Any misrepresentation of information will result in the immediate cancellation of the chapel reservation.

Barnwell Chapel is open to both Berry affiliated guests as well as members of the community, who may not have one of the affiliation requirements listed above.

Chapel Fees:

The following is the list of Chapel fees effective as of November 1, 2010:

Berry College Chapel: \$1050.00

\$500.00 Rental Fee + \$150.00 Cleaning Fee + \$400.00 Security/Damage Deposit

Frost Memorial Chapel: \$1050.00

\$500.00 Rental Fee + \$150.00 Cleaning Fee + \$400.00 Security/Damage Deposit

Barnwell Chapel: \$850.00

\$300.00 Rental Fee + \$150.00 Cleaning Fee + \$400.00 Security/Damage Deposit

**Chapel fees are subject to change. However, the fee stated on the approved chapel application at the time of your confirmation will be in effect.*

The total rental fee is due within 30 days of being penciled-in if the wedding date is within the year. If the wedding date is penciled-in more than a year in advance, the rental fee will be due one year prior to the wedding date. The \$400.00 security/damage deposit will be refunded approximately 4-6 weeks following the wedding provided that all guidelines are met.

General Information:

1. Outdoor weddings are not allowed at any location on campus.
2. Only one wedding is permitted in each chapel per weekend.
3. Weddings may only be scheduled on weekdays when classes are not in session. (Spring, Summer and Winter breaks)
4. Only marriage ceremonies pursuant to the state laws of Georgia are permitted.
5. The Berry College Chaplain is available on a limited basis to officiate at wedding ceremonies for Berry College personnel. Requests for such services should be made well in advance and must be made directly to the Chaplain.

Reservation & Application Procedure:

Inquiries may be made as to the availability of the chapels up to two years in advance. However, dates and weddings will not be confirmed and scheduled until one year in advance. Scheduling is done on a first inquiry basis for dates and all weddings must be scheduled through the Campus Scheduling Office.

Reservations are only confirmed after receiving the completed Wedding Application, a signed copy of the Wedding Guidelines and full payment of the chapel fee.

Cancellation Policy:

1. If the wedding is cancelled, the chapel rental fee, cleaning fee and security deposit will be refunded, minus a \$50 processing fee, providing the Campus Scheduling Office is notified of the cancellation at least 30 days prior to the wedding date. Otherwise all fees and the security deposit are nonrefundable.
2. Cancellation notifications must be made in writing/email.

Setup Information & Basic Decoration Guidelines:

Below are some general guidelines for the chapels and parameters for decorations to help maintain and protect the beauty of our chapels and campus.

1. Only dripless candles may be used.
2. Clear plastic should be placed beneath all candelabras in order to protect the floors.
3. No thumbtacks, nails or tape should be used on the pews or any wooden furnishings.
4. Nothing is to be placed on the piano or organ (flower arrangements, candles, etc)
5. No glitter, confetti, rice, birdseed, etc is to be used or thrown inside of the chapels.
6. Signs, balloons, or other directional signs other than the permanent Berry signs are not permitted. Please be sure to include directions with your invitation or direct your guests to the Berry Campus map which you can find on the Berry website.
7. No birds or animals are allowed in the chapels, with the exception of Seeing Eye dogs.
8. Vehicles are not permitted on chapel lawns. Please park all vehicles in designated parking locations.
9. Receptions may not be held inside the chapels.
10. There is no smoking inside the chapels or any other building on-campus.
11. *Alcohol is not permitted on Berry's campus.* Guests or members of the wedding party with alcohol will be referred to Berry's Campus Safety officers.

Sound Technicians:

Sound technicians and use of the chapel sound systems are not included with the rental of a chapel. The in-house sound system may only be used and operated by an approved Berry sound technician. These approved technicians may be contracted separately, however, the Campus Scheduling Office is happy to connect you with the head Berry sound tech if notified. Payment of a contracted approved sound technician is the responsibility of the bridal couple.

All non-Berry sound techs must provide their own sound equipment (microphones, setup tables, cables, etc) and will *not* have access to any of the in-house sound equipment.

Due to the size of the chapels, using a sound system is highly recommended for weddings in both the College Chapel and Frost Chapel.

Wedding Receptions:

A few of Berry's on-campus facilities are used for wedding receptions and may be of interest to you. The three most popular on-campus reception venues are: Ford Dining Hall, Krannert Ballroom and the Frost Chapel Covered Walkway.

The Campus Scheduling Office can provide additional information regarding the Ford Dining Hall, which can seat up to 320 guests and is located in the beautiful and historic Ford buildings, and the Frost Chapel Covered Walkway which is available exclusively for weddings held in Frost and allows for a beautiful, small outdoor reception. Please note that tables and chairs are *not* included with the rental of the chapel if using the covered walkway at Frost.

Please contact Kerrie Dalrymple at 706-236-2293 for more information regarding the Krannert Ballroom.

Event Coordinators:

A service we introduced in Spring 2011, is the Event Coordinator staff. These staff members will be on-site at the chapel for your rehearsal and ceremony in order to help with any questions or situations that might arise during your wedding weekend. They will ensure that the chapel is ready for your wedding weekend and be a resource if you need assistance with anything pertaining to the chapel or on-campus resources. Our Event Coordinators are available throughout the year except on official school holidays such as Thanksgiving break and Christmas break.

Please note, the Event Coordinators are *not* wedding coordinators. If you are interested in having a wedding coordinator please contact a professional wedding coordinator for their services.

Responsibilities of the Campus Scheduling Office:

Upon approval of the wedding application, the Campus Scheduling Office will coordinate the following:

1. Confirm and guarantee availability of the chapel for the rehearsal and wedding. (*Please note we ensure availability and access to the chapels, however, Berry College cannot guarantee what other events will be held on campus the same day in terms of the amount of traffic, noise or general activity due to these events.*)
2. Arrangements for the chapel to be cleaned by Berry Housekeeping prior to the rehearsal.
3. Arrangements for Berry Campus Safety to unlock the chapel and turn on the necessary lights. The chapel will be scheduled to be available by 3:00pm the day of the rehearsal and will be unlocked by 8:00am the day of the wedding.
4. Berry Campus Safety will also be responsible for relocking the chapel, following the wedding ceremony.

Responsibilities of the Bride and Groom:

1. Read “Berry College Wedding Guidelines” and abide by all provisions.
2. Notify the Campus Scheduling Office **immediately** of any change in information included on the application or pertaining to the event, such as time changes, etc.
3. Ensure that the florist/photographer/musicians/wedding coordinators and any others assisting with your wedding abide by the provisions of the “Berry College Wedding Guideline”.
4. All greenery and flower arrangements must be taken out of the chapel the day of the wedding. *Anything left behind will cause you to forfeit the \$400 security/damage deposit.* Chapels are checked following the wedding ceremony.
5. Be responsible for basic clean-up after the wedding. This may be done by family, friends, florist, etc but it is the couple’s responsibility and should be completed within 3 hours following the ceremony. Basic clean-up includes:
 - Disposing of food, flowers, paper items, candle wax and any other trash into the trash cans provided in the chapel.
 - Return any items that were used during the ceremony to their appropriate places (Bibles, hymnals, kneeling bench, etc.)
 - Remove all personal items from the chapel – side rooms, bathrooms, etc (*Please note that the Campus Scheduling Office and Berry College are not responsible for any items left in any of the campus chapels.)

Failure to comply with basic cleanup guidelines will result in the forfeit of the \$400 security/damage deposit.

Liability Insurance:

Included in the rental price of a chapel is an insurance policy that provides liability coverage for the event hosts. The following coverage is furnished:

Commercial General or Personal Liability Insurance

- a. Each Occurrence Limit \$1,000,000
- b. General Aggregate \$2,000,000
- c. Personal and Advertising Injury Limit \$1,000,000

Please note that if your wedding reception will also be held on-campus, one insurance policy will cover both the ceremony and the reception. Information regarding insurance may also be included in the reception venue guidelines.

I have read and understand the Berry College Wedding Guidelines and agree to abide by them.

Bride/Groom’s Name

Date

Bride/Groom’s Signature

Campus Scheduling Office
campusscheduling@berry.edu

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