WEDDING/HOLY UNION REGISTRATION FORM
VANDERBILT UNIVERSITY - BENTON CHAPEL

Please complete the following information and sign before returning form and payment.

Service Date: __________________________ TIME: (circle one) 2PM 4 PM 6 PM
Rehearsal Date: __________________________ TIME:

Chapel access is one hour prior and one hour after the scheduled starting time of a rehearsal.
Ceremonies are given a 4-hour reservation with 2 hours given on each side of the ceremony time selected.

Participant name: __________________________ Phone: __________________
E-mail address: ______________________________________________________
Current or Future Mailing Address: ______________________________________
____________________________________________________________________

Participant name: __________________________ Phone: __________________
E-mail address: ______________________________________________________
Current or Future Mailing Address: ______________________________________
____________________________________________________________________

Do you have an affiliation with Vanderbilt University?

_____ Faculty/Staff   _____ Child of faculty/staff member
Department __________________________ Phone _____________________________

_____ Alumni please give year of graduation: _________

_____ Current student

_____ None

Officiant’s name/Religious affiliation: __________________________ / 
Officiant’s Phone # __________________
Officiant’s e-mail address ______________________________________________

Organist’s name __________________________
(Must be approved by Polly Brecht, University Organist - see Wedding Guidelines)
Organist’s contact # __________________
Organist’s email address ______________________________________________

Florist’s name: __________________________
Flowers may only be delivered during the 4 hour period for which you have the chapel reserved. The undersigned is/are responsible for removal of all flowers from the chapel following the ceremony.

FOR QUESTIONS REGARDING RECEPTIONS –Contact the Student Life Center - 615-343-0371

The University does not provide officiants or wedding planning assistance. Approximately two weeks prior to your service, the Chapel Sexton will contact you.

Fee for use of Benton Chapel: $1,800.00 for non-Vanderbilt Affiliated guests;
$1,500.00 for VU Affiliated parties. Affiliated parties are current students, staff, faculty, alumni or children of any of these categories.

All Faith Chapel is used as the main dressing room, and a Divinity School classroom, room 139 is used.
All Faith Chapel is used as the main dressing room, and a Divinity School classroom, room 139 is used as the secondary, smaller dressing room. Each dressing room has access to separate restrooms and access.

Rental of Benton Chapel $1,800 or $1,500
Total amount due: $______

Return this form along with payment in full to the address below. Payment is non-refundable. Payment can be processed via credit card: for more information, contact Mike at mike.zimmerman@vanderbilt.edu or 615-322-2457. Please note, the reservations are made on a first come, first serve basis with only one wedding held per day. The first reservation physically received with the forms filled out and the deposit check will get the date.

Checks should be made payable to VANDERBILT UNIVERSITY.

**Please mail form and payment to:**
Office of the University Chaplain and Religious Life, Attn: Weddings
Vanderbilt University
PMB 406311
401 24th Ave South
Nashville, TN 37240-6311

VANDERBILT UNIVERSITY IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY ASSOCIATED WITH USE OF THE CHAPEL.

For your safety and security, Chapel availability is limited to two hours for rehearsal and four hours for the ceremony:

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<tr>
<th>Wedding service –</th>
<th>Service Time</th>
<th>Doors unlocked</th>
<th>Doors locked</th>
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<tr>
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<td>4 PM</td>
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<td>4 PM</td>
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SIGNATURE OF RESPONSIBLE PERSON(S)

___________________________________________________________/_____________
NAME/DATE

___________________________________________________________/_____________
NAME/DATE

Rev 12/2013  Wedding Registration  Page 2