

**Emory University Cannon Chapel
Wedding Reservation Details and Agreement Form**

Date of Wedding _____ Time _____

Estimated Number of Guests _____ Entry Time (including setup) _____

Exit Time (including breakdown) _____

Date of Rehearsal _____ Time _____

Entry Time (including setup) _____ Exit Time (including breakdown) _____

Emory Affiliation _____

Bride/Partner's Name _____ Email _____

Phone _____

Groom/Partner's Name _____ Email _____

Phone _____

Wedding Planner Name _____ Email _____

Phone _____

Clergy Name and Credentials _____ Email _____

Phone _____

Organist/Musician Name _____ Email: _____

Phone _____

Setup: I would like the Cross _____ Menorah _____ Neither _____ Other _____

Describe Media Services Needed: _____

Fees and Services:

Cannon Chapel Sanctuary Fee (includes 2 hours for rehearsal, 3 before service, and 1 after) \$825

Custodial Fee \$156

Building Host \$100

Sanctuary Setup (optional; other than standard) \$275

Brooks Commons (optional; reception space) \$100

TOTAL CHAPEL SERVICE FEES \$

I am requesting the use of Emory University's Cannon Chapel for this wedding ceremony. I have read and I agree to the policies of Cannon Chapel. I understand that failure to comply with these policies will result in additional fees to be determined by the university. I understand that my reservation is not confirmed until I have paid the \$200 non-refundable deposit, signed and returned this form, and received confirmation from the Site Coordinator. I will make total payment for my reservation no later than 2 weeks prior to the wedding date.

Signature _____ Date _____

*****For Office Use Only*****

Requestor notified on _____ Via _____

Confirmed by _____ Date _____

Please Return This Form to:

Emory University Office of Spiritual and Religious Life
Attn: Sara McKlin, Cannon Chapel 205, Emory University, Atlanta, GA 30322
404.727.6325 * sara.mcklin@emory.edu