



5001 NE 50th Street Seattle Washington 98105

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## Chapel Wedding Program

### History

The Chapel at Villa Academy, officially named St. Anne's Chapel, was constructed in the early 1920's through a private family donation and underwent extensive restoration in 1991. With high arched ceilings, large stained glass windows, and seating for approximately 200, the Chapel is a beautiful setting for weddings.

Villa Academy has established the following terms and conditions to ensure the finest quality experience and guest satisfaction. We thank you for your adherence to these terms and conditions.

### Wedding Requirements

The wedding client is responsible for arranging all legal contracts and obligations, as well as the services of an appropriate celebrant (priest, minister, etc.) as required by civil law and religious regulations.

### Catholic Wedding Requirements

Catholic services have additional requirements for delegations of authority from St. Bridget's Church, for counseling and for recording the service at St. Bridget's Church. It should be noted that the priest and deacon from St. Bridget Parish do not perform Catholic weddings at the Chapel, except for their own registered parishioners.

The Chapel at Villa Academy can be reserved for a Catholic wedding after the officiating priest or deacon has received the proper delegation from the pastor of St. Bridget Church, 4900 N.E. 50th Street, Seattle, Washington 98105 (telephone 206-523-8787). The Pastor of St. Bridget Church will notify the Villa Academy Wedding Coordinator that this delegation has been given.

- Only a priest or deacon with proper faculties from his local diocese can officiate at Catholic weddings. If the priest or deacon is from outside the Archdiocese of Seattle, it will be necessary that the Office of Priest Personnel be contacted. The following information will be submitted: priest's name, name of his diocese, name of his bishop or provincial superior, date of his arrival and departure from the Archdiocese of Seattle.

The Office of Priest Personnel will contact the priest or deacon's superior/bishop and will obtain a Testimonial for Suitability for Ministry. A letter of acceptance will then be sent to St. Bridget Church, granting such permission. If St. Bridget's Pastor knows the priest and is certain of his good standing, he may grant permission for a one-time event only without a Testimonial.

The officiating priest or deacon is responsible for all the diocesan paperwork, the pre-marriage counseling of the couple, obtaining the necessary dispensations, notifying the parishes of baptism, and returning all the civil documents to the Licensing Department in Seattle.

The marriage must be recorded at St. Bridget Church after the marriage has been performed. The envelope containing the completed marriage papers can be dropped in the mail slot outside the main entrance to St. Bridget Church. This should be done by the first office day following the marriage ceremony.

Hosts, wine and holy water are provided. The officiating priest or deacon is responsible for vestments.

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## Terms and Conditions

### Capacity

The Chapel's main floor will seat **a maximum of 220 adults** in 24 pews, 12 per side. Seating in the choir loft is not allowed. However, the choir loft is available for photography, video filming or music presentation with advance arrangements with the Wedding Coordinator.

### Rental Fees

Peak Season:	<i>April – October</i>	\$1,250.
Off Season:	<i>November – March</i>	\$1,100.
Alumni:		<i>20% discount</i>

- The fee for the use of the Chapel is \$1,250.00 (peak season) for 4 ½ hours.
- A 50% non-refundable deposit is due with the contract to reserve a time slot.
- A \$150.00 refundable damage deposit is required with the deposit.
- **The balance is due 30 days prior to the event.**
- Payment for any overtime will be deducted from the damage deposit or billed separately. The remainder of this deposit will be refunded within 30 days of the event. Since two events are scheduled on most days, it is very important that a realistic amount of time is scheduled for the event.
- If the event is canceled at any time, these terms and conditions can only be changed in writing. The non-refundable deposit will be forfeited.

### Time Considerations

Weddings at the Villa Academy Chapel are scheduled for 4 ½-hours. Rehearsals are scheduled for one hour, one to two days prior to the wedding. The wedding ceremony will last up to one hour, which allows two and a half hours for photographs, florist setup, general preparations, and cleanup.

The Chapel Use Agreement specifies the date and times of access, and use of the facility, including the grounds, is restricted to those times and spaces specified in the contract.

If the facility is not vacated by the designated time, additional fees of \$300.00 per hour, charged in 30-minute increments, will be added.

Weddings are scheduled on the following days and times (these times are flexible):

Friday	<i>-Evening, 4 – 7:30 pm</i>
Saturday	<i>-Morning, 10 am - 1:30 pm</i> <i>-Afternoon, 2:30 – 6 pm</i>

### Insurance/Other

- Client assumes full responsibility for the conduct of guests, members, employees and third parties hired to provide services.
- If Villa Academy, or any part of the Villa Academy, is destroyed or damaged by fire, earthquake, flood or any other cause, or if any other casualty or unforeseen occurrence renders the Villa Academy impracticable or unsafe to use, then this agreement shall be terminated. The client will be entitled to a refund of all monies paid. The client waives any claims for damages or compensation from Villa Academy on account of such termination.

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- Client does hereby agree to hold harmless and indemnify Villa Academy, the Board of Trustees, and their officers, agents and employees, from any and all liability, loss, damages, costs or expenses which are sustained, incurred, or required arising out of or relating to the client's use of the Chapel and other Villa Academy facilities.
- A certificate of insurance in the amount of \$100,000.00 is to be provided to Villa Academy with the final payment, no later than 30 days prior to the event, naming Villa Academy as additional insured.

### **Access**

Access to the facility and grounds are for contracted times only. Guests should be directed to use one of the two entrances to the Chapel: through the main, front (west) staircase or the back (northeast) staircase.

### **Assisted Access**

Guests needing assistance should be directed to the disabled parking area at the north entrance, by the flag pole. In addition, an elevator is available for those needing assistance. Please inform the On-Site Coordinator during the rehearsal about any accessibility requirements.

### **Decorations**

Altar candles (and holders) are provided by the Chapel. The Chapel does not provide the unity candle or single tapers. (2).

The aisle measures five feet wide by 58 feet long from the Chapel door to the altar rails first step. It is an additional eight feet, eight inches to the altar step.

- The altar rails are 17 feet long and between four and eight inches wide.
- The side altars are seven feet long and between 17 inches (center) and 22 inches wide.
- The center altar is eight feet five inches long and between 20 and 27 inches wide.
- The Vatican II altar is six feet long and 30 inches wide.

Decorations cannot be attached with any type of material (i.e. tape, etc) Applying decorations to walls, ceilings, or the floor is prohibited. Clips may be used to attach flowers or ribbons to pews.

The use of aisle runners in the Chapel is not allowed. Flower girls are welcome to throw dried or silk flower petals only inside the Chapel. However, fresh flower petals are not allowed. The throwing of rice, flower petals (fresh or silk) and/or birdseed is prohibited throughout the facility and grounds.

All decorations must be removed after the ceremony, by the end of the contracted period (see "Preparation and Cleanup").

### **Photography**

Villa Academy provides a number of locations for photographs. The Parlor and the Foyer are regularly used, as is the Chapel's main floor. Exterior locations include:

- The main staircase and entrance
- The tree line and Christ statue in front of the school
- The school's front lawn and entry driveways
- The orchard east of the gym

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### **Music**

The Chapel includes a piano on the main floor, which cannot be moved. The choir loft is also available for musicians.

### **Parking**

The small parking area north of the main building (by the flagpole) is reserved for disabled parking and guests who require assisted access (see "Assisted Access"). The northeast side of the main building is designated as bridal party parking. The parking area to the east, beyond the gym, is available for guest parking.

Only limousines are allowed to park at the front, west side of the main building.

### **Preparation and Cleanup**

All floral arrangements and decorating must be undertaken within the scheduled access times. Please communicate these times to photographers and florists. Necessary equipment such as extension cords, electrical adapters, etc., is the responsibility of the rental party and their professional vendors.

All items brought to the Chapel must be removed by the client at the end of the service. All items remaining on Villa property, including cars, are left at their owner's risk. The grounds are locked at closing and do not reopen until the following business day.

### **Staffing**

An On-Site Coordinator and a member of the Facilities Department will be available throughout the entire time that the wedding party is on the premises. The Coordinator is responsible for ensuring that the party complies with the terms of the agreement.

### **Smoking**

Villa Academy is a non-smoking facility; this includes the areas outside the buildings.

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Questions regarding the use of the Chapel should be referred to:

Monica Stein  
Wedding Coordinator at Villa Academy  
*mstein@thevilla.org*  
(206) 234-6851