



Pres House Wedding Ceremony Guidelines

731 State Street, Madison, Wisconsin 53703
Phone: 608.257.1030 or 608.216.7319 (voicemail)
Fax: 608.257.6639
Email: wedding@preshouse.org

Facility Rental Fee

The cost to rent the Pres House chapel for a wedding in 2010 is \$750. (The fee for a 2011 wedding is \$900.)

The fee includes:

1. Rental of the chapel for a 1-hour rehearsal
2. Rental of the Pres House chapel for a designated time slot on the wedding day.
3. Rental of the bridal room (lower level)
4. Rental of the Pridham Lounge (main level)
5. Pres House Wedding Coordinator's fee
6. Custodial services before and after wedding

Security Deposit Fee

In addition to the facility rental fee, Pres House requires a \$150 security deposit. The security deposit of \$150 will be refunded after the wedding unless:

1. Alcohol is used on the premises.
2. There is damage to the church or its property in the judgment of the Wedding Coordinator and/or Pres House staff.
3. Extra clean up is needed after the ceremony.
4. Fees are not paid in full before the wedding.
5. Rental equipment is not removed within the block of time the space is rented.

Disclaimer: *If an event beyond Pres House's control occurs (such as, but not limited to, fire, flood, vandalism, etc.) prohibiting use of the church, Pres House will refund the full amount paid. No other guarantees are made for reimbursement.*

Wedding Reservation Form and Deposit

The wedding couple may go online at <http://www.preshouse.org/hos.main.cfm> to print the **Wedding Reservation Form** at the end of these guidelines or by picking up a reservation form at the church office at 731 State Street during normal business hours. The reservation may be made in person, by fax, mail or email. Please check the Pres House calendar at <http://www.preshouse.org/cal.main.cfm> for wedding date and time availability before submitting the Wedding Reservation Form. A **\$450 deposit** (\$300 wedding deposit plus \$150 security deposit for 2010 weddings) or **\$600 deposit** (\$450 wedding deposit plus \$150 security deposit for 2011 weddings) will also be submitted with the Wedding Reservation Form. If the couple does not have the \$450/\$600 deposit available, they will have up to 10 business days to submit the deposit in the form of cash, check or credit card information. If after 10 business days the deposit has not been received, the wedding reservation will be removed from the Pres House calendar. *The remaining wedding fee balance of \$450 and any additional fees are due at least one week prior to the scheduled wedding.*

Cancellation Policy

Your \$300/\$450 wedding deposit (2010/2011 fees) plus \$150 security deposit will secure your reservation. The wedding deposit will not be refunded if the reservation is cancelled. But the \$150 security deposit will be returned due to cancellation.

Scheduling

Rehearsals

A Saturday wedding typically schedules the rehearsal on the Friday evening before the scheduled wedding date. The three allotted times for rehearsals are from 4:45-5:45 p.m., 6:00-7:00 p.m., or 7:15-8:15 p.m. You will be asked to select and prioritize two different time slots on the Wedding Reservation Form. The rehearsal time will be determined on a first come, first serve basis. There may be instances, such as a Friday wedding or other events, where you may be asked to have your rehearsal outside of these times. The Wedding Coordinator will make the final decision and will

confirm the time with you once she knows it. (Weddings on days other than a Saturday will schedule their rehearsal separately with the Wedding Coordinator.)

Weddings

Weddings are generally scheduled on Saturdays. On Saturdays, Pres House reserves the chapel in three different time blocks. The time slots for weddings in 2010 are: 8:00 a.m.–11:30 a.m., 12:00–3:30 p.m., or 4:00–7:30 p.m. The time slots for weddings in 2011 are: 9:00 a.m.–12:00 p.m., 12:30–3:30 p.m., or 4:00–7:00 p.m. When reserving a time slot, you must be in and out of the building during that time, but you are not required to use the whole time. The half hour between each time slot is reserved for the Wedding Coordinator to do general housekeeping between weddings to put the chapel back in order; therefore the time block cannot be extended. (If you would like to reserve the Chapel for a longer period of time you may rent two consecutive time blocks at the regular price.) Friday weddings can be scheduled if the building is available. The time block for the Friday wedding will be worked out with the Wedding Coordinator. A Sunday wedding in 2010 can be scheduled during the summer months from 11:30 a.m.–3:00 p.m. The chapel is not available for Sunday weddings during the school year (The school year is defined by the University of Wisconsin calendar.) and will not be available at all on a Sunday beginning in 2011.

Wedding Officiant

You must arrange for the minister or judge of your choice. The Wedding Coordinator does have a list of names of people available to conduct your ceremony, if help is needed in finding someone to officiate.

Staffing- Wedding Coordinator

We have found that it is helpful to both your wedding party and to Pres House, if there is a Wedding Coordinator. The job of the Wedding Coordinator is to meet with the prospective wedding couple to give them a tour of the facility and provide information as needed before the wedding day. She will answer all wedding inquiries and questions via phone calls, emails and/or appointments set up with her. The Wedding Coordinator will manage the online wedding calendar. She will keep track of each wedding couple and will make sure all fees are paid before the wedding day. She is available to help the couple coordinate some of the details of the ceremony leading up to the wedding day. The Wedding Coordinator will be on site to open the doors and prepare the building for use during the wedding rehearsal and the ceremony. She will help orchestrate the flow of the rehearsal and will be available for any questions or support needed by the wedding party during the rehearsal or wedding day. On the wedding day she is available to troubleshoot any problems that might arise for the wedding party or guests and will help make sure the ceremony run smoothly. After the wedding, she will walk through the building to make sure the facility has been picked up by the wedding party and will determine if the security deposit will be returned to the bridal couple.

Setup

The Chapel seats approximately 190 people on the main floor and an additional 50-75 in the balcony. Typically there are approximately ten rows and eight to ten chairs on each side of the center aisle. Specific seating set-up requests can be discussed with the Pres House Wedding Coordinator prior to the wedding. The piano, organ, altar, and banner on the wall may not be moved for weddings. Other furniture may be moved, but must be returned to its original location after the wedding.

Dressing Rooms

The wedding party will be able to use the Pridham Lounge (main level), restrooms and the Bride's Room (lower level) for dressing and gathering. One unisex restroom is located on the main floor near Pridham Lounge and additional large restrooms with dressing mirrors are located in the lower level for the wedding attendants. The bride is given her own dressing room, called the Bride's Room, for getting ready. The Bride's Room is only 10 steps from where her bridesmaids are getting dressed. The bride and her bridesmaids are encouraged to come with hair and make-up already done. The groom and his groomsmen are encouraged to come dressed and ready since there is somewhat limited space for them to get dressed in the unisex restroom next to the Pridham Lounge where they will gather and wait before the wedding. Wedding party attire may not be left in the building overnight after the rehearsal.

Decorations

No tacks, staples, nails, wire, glue, sticky tape, screws, pins, or gum may be used on the walls, floor, light fixtures, chairs or any furnishings in accordance with policies for the preservation and maintenance of a historical landmark.

The most common method of attaching flower bouquets to the chairs on the aisle is to use ribbon or “pipe cleaners”. They hold the flowers securely, and make it easy to attach and remove the flowers after the wedding. Floral

arrangements may be placed on top or in front of the altar, on the two plant stands, and on the wedding program/guest book table in the back of the church.

Due to fire codes and safety issues, there shall be no candelabras or candles standing in the aisles or fastened to chairs. One may have candelabras or candles in the front (chancel) or back (narthex) of the church if candles are encased in a glass hurricane, smokeless and dripless. Candles placed on the altar or any tables should have appropriate cover underneath to protect the wood furnishings. Candle wax spilt and not cleaned up on the altar or any other furnishings will automatically forfeit the security deposit. The unity candle and two tapers do not need to be enclosed as long as they remain on the altar. Candles may not be placed on the piano or organ. Pres House does not provide candles, candelabras, lighters or matches.

If you would like to decorate the chapel in a way not listed above, the Wedding Coordinator should be consulted and prior approval is required. Parties cannot decorate the chapel the night before the wedding. Please communicate these restrictions to your florist/decorator. We encourage you to keep your decorations simple. The facility has a lot of character, beauty and charm as it is.

Photography

Check with the Officiant who will be conducting the service for their guidelines on photography. Flash photography is up to the wedding couple. If you need help with a recommendation, the Wedding Coordinator has names of photographers that have previously worked at Pres House.

Music

Check with the Officiant who will be conducting the service for their guidelines on music. If you need help with a recommendation, the Wedding Coordinator has names of vocalists, pianists or instrumentalists that have previously worked at Pres House.

Rental Equipment

You may contract with a rental service of your choice. If you choose to rent or buy an aisle runner, a 50-foot aisle runner will extend from the narthex to the chancel. Because this facility does not have room to store equipment for the following day, all rental equipment must be delivered and picked up on the day of the wedding. If you decide to rent chair covers, candelabras, etc., you will need a family member or friend who is willing to take the rental with them after the ceremony is over. These things cannot be left or stored at Pres House beyond the time block you have reserved. Leaving rental equipment at the church will automatically forfeit the security deposit. We are not responsible for returning equipment to a rental company.

Rice, Birdseed, Confetti and Flower Petals

Throwing rice, birdseed, or confetti is not permitted inside or outside the church building. Please make sure your bridal party and guests are aware of this policy. The use of these materials will result in the automatic loss of the security deposit. Any excessive cleanup cost, above and beyond the security deposit, will be charged an hourly labor charge, per employee, needed to complete the work.

Real flower petals used by the flower girl are also not permitted because they can stain the carpet. We do allow artificial flower petals to be used if the wedding party cleans up the petals after the ceremony. Extra clean up needing to be done by the Wedding Coordinator will be taken from the security deposit.

Cleanup and Maintenance

All users of the church facility are expected to leave the church in the same condition as they found it. Any food must be taken out of the building after the wedding is over. Clean up all the rooms. Take all of your belongings with you when you leave. Dispose of any refreshment containers, flower boxes, etc. A double-check of the room is always a good idea. It is helpful to assign this task to a friend or family member when planning for your wedding day. Any extra clean up needed after your wedding party leaves will be taken from your security deposit. The Wedding Coordinator determines and has final say on what she considers excessive cleaning.

Damage

All user groups are responsible for conducting their activities in a safe manner. Any and all damage to church property will be billed to wedding party and security deposit will be forfeited. If the amount of damage is greater than the \$150 security deposit, an itemized bill for the cost of repair will be submitted to the renting party for reimbursement.

Food and Beverages

Food and beverages are not allowed in the Chapel, although they are allowed in other areas of the building. The wedding party must clean up food and beverages prior to the ceremony beginning. Alcoholic beverages or illegal drugs are not allowed in Pres House at any time.

Tobacco Use

Tobacco use is prohibited in the church building or on church property.

Security

For your security and ours, only the doors approved by the Wedding Coordinator are to be used by your group. This will protect your personal property. Encourage your wedding party to keep valuables (purses, gifts, cameras, etc.) with them or give them to someone in your party for safekeeping. The Wedding Coordinator will lock personal belongings in the bride's room before the wedding for you. She will unlock the door after the ceremony.

Parking

We are located on the University of Wisconsin campus and parking is an issue during UW football home games, state or national tournament game weekends, etc. You may want to check the online UW Sport and Kohl Center schedule at www.wisc.edu/events/. Photographers, florists and musicians are allowed to temporarily park (15-20 minutes) to unload equipment from the Library Campus Mall in front of Pres House. However, they must move their vehicle to public parking immediately after unloading. There is public parking in the Lake Street City Ramp just one block away. You may also call the Madison Transportation Department to reserve six (6) parking stall for your wedding party, family members, or special guests on Langdon Street. Call the Department of Transportation at 266-4761 before picking up the bags at 215 Martin Luther King Jr. Blvd., Room 120. It is the couple's responsibility to pick up the bag and bag the meters. Although I would suggest that it might be helpful to bring the bags to the rehearsal and then bag the meters after the rehearsal so that the parking stalls will be available the next day for the wedding.

Air Conditioning

Pres House is air-conditioned. Please let the Wedding Coordinator know what temperature you would like the chapel thermostat set at. Please be aware that it takes some time for the chapel to cool down and closing the doors leading into the chapel helps cool it down quicker and keeps it cool.

Piano Tuning

Pianos are affected by temperature changes and by moving the piano, therefore we cannot guarantee perfection for this reason. The Chapel piano will be in tune within reason. If you want the piano tuned specially for your event, there is an extra charge of \$100. If you would like the piano tuned, please let the Wedding Coordinator know at least one month before your wedding day.

Sound System

The acoustics in the Chapel are very good. However, if your Officiant or reader is soft spoken or you would like your guests to clearly hear your vows, you may want to consider sound equipment. You are also welcome to bring in your own sound system as long as it is delivered and removed within the time you have the building reserved. The use of Pres House's system requires the services of a technician provided by Pres House to run the soundboard for any microphones. You may request the use of the Pres House sound system and technician at a cost of \$100 per event. You must let the Wedding Coordinator know at least one month before your wedding of any sound or microphone needs you may have. The sound technician will be provided only on the day of the wedding and is not available for the rehearsal and availability is subject to his personal schedule. Our sound system is for voice amplification only. If you want amplified music at the ceremony you may bring in your own system and sound technician that is run separately from our system.

Handicapped Accessibility

You may use the Library Campus Mall entrance to drop off guests who need handicapped access. Once the guests have been dropped off, you must move your vehicle to public parking. The nearest parking facility is Lake Street Ramp, one block away. There is a ramp leading to the first floor where the Chapel is located. There is an accessible restroom facility on the main floor.

Pets

Pets are not allowed in the building unless they are assisting individuals.

Driving Directions for Your Invitations

Heading west on University Avenue, turn right on Lake Street and park in the Lake Street Ramp. Walk a half a block to State Street, turn left, and walk one block to Pres House. The Pres House address is 731 State Street, Madison, WI 53703.

Sound Conflicts with Mall events (*pertains mostly to the warmer months of April thru October*)

Because of the possibility of an amplified band being scheduled to play on the podium on Library Mall (just outside of Pres House), you may want to spend the \$12 for an "Amplification Permit" for that day (even though you don't intend to use it) to prevent a band from buying a permit for that time. This may not be necessary unless your ceremony actually falls between these two times: currently amplification is allowed at the podium from 12:30 pm to 1:30 pm, and 5pm to 7 pm daily.

While we have not had great problems with this, we want to make you aware of this possibility and what you might do if it concerns you. Please check out the City of Madison Parks website at <http://www.cityofmadison.com/parks/specEventStateStrMap.html> and select the "Special Events" tab for more information.

How to get a State Street Amplification Permit

You must physically come to the Parks Division office to be issued a permit. Amplification Permits are available ONLY at the Parks Division, 215 Martin Luther King Jr. Blvd., Madison Municipal Building, Room 120. Monday through Friday, 8 AM-4:15 PM. The staff will check to see if your requested time is available. If it is available, you may pay for and receive the permit at that time. Please note: You may not receive a permit for more than three weeks in advance. And you may only be issued a permit for one date and one time per week.

Questions

If you have further questions or would like to set up an appointment for a tour, please contact Pat Werk, the Pres House Wedding Coordinator, at wedding@preshouse.org or via phone at 608-216-7319 (work), 608-764-8446 (home) or 608-213-7558 (cell).

RENTING PRES HOUSE FOR YOUR REHEARSAL DINNER

Facility Rental Fee

The cost to rent Pres House for your rehearsal dinner is \$150.

This fee includes:

1. Rental of the Pridham Lounge (main level) for a 3-hour time block on the day of your wedding rehearsal. (You must be in and out of the building within the time reserved. However, you are not required to use the whole time.)
2. Use of the kitchen and unisex bathroom next to kitchen (main level)
3. Fireplace usage
4. Building staff fees
5. Custodial services

Disclaimer: Staff initiated and/or PSCF sponsored programs, projects and events have priority in scheduling the building during the University of Wisconsin calendar school year. Pres House reserves the right to the use of all the rooms.

Catering Service and Equipment

Pres House does not provide catering service. Wedding parties reserving the space will provide their own food, place settings (dishes, glassware, silverware, serving platters, etc.) and decorations.

Room Usage

During the rehearsal dinner, only the doors unlocked for your wedding party and guests are to be used for entrance and exit of your group. The wedding party may only use Pridham Lounge, the kitchen and unisex bathroom next to the kitchen. It is the responsibility of the wedding couple to see that people do not enter unassigned areas.

Staffing

Pres House staff must be present during the rehearsal dinner from the time the first person arrives until the last person leaves. The staff person is on site to open and close the building and handle any building-related issues that arise during the event. Staffing fees are included in the room costs. Pres House does not provide security for your event.

Table and Chair Set Up and Take Down

Pres House provides tables and chairs for each event. The wedding party reserving the room is responsible for setting up and taking down the tables and chairs. We suggest that the number of people be limited to a maximum of 70 guests. We have 10 round tables, which can accommodate 7 people each. These tables are 58 inches in circumference.

Furniture

Furniture is not to be removed from the Pridham Lounge without the approval of the Pres House staff. Furniture must be returned to its proper location. No church property may be removed from the building.

Fireplace Usage

The Pridham Lounge fireplace is to be used only with permission. User must see Pres House staff for instructions on how to turn the gas fireplace on and off.

Clean Up and Maintenance

All users are required to leave the premises in order. This includes replacement of the furniture used, cleaning premises (and kitchen if used), disposal of trash in receptacles, closing windows and leaving the room in a general "picked up and orderly" appearance after use. All users of the church facilities are expected to leave the room in the same condition as they found it. Any "leftover" food must be taken out of the building after the event is over. A cleaning fee will be taken from the \$150 wedding security deposit if the Pres House staff needs to do additional clean up after the rehearsal dinner. The Wedding Coordinator will determine the additional cleaning fee.

Damages

Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the Pres House staff person on duty. Building users agree to pay for any property damages or expenses if damage or expense occurs during the time they are using the facilities over and above the rental fee.

Drugs, Alcohol and Tobacco

Alcoholic beverages, illegal drugs or tobacco use is prohibited in the church building or on church property at all times.

Lost or Stolen Articles

Pres House is not responsible for lost or stolen articles. If you've left something at the church, you may contact the Pres House office to see if anyone turned in the lost or forgotten item.

Fees

A separate reservation form must be submitted in order to reserve the Pridham Lounge and kitchen. The rental fee is due one week prior to the event. Fees will be charged in 3-hour blocks of time (this includes set-up and clean-up time by your party). If your event runs longer than originally scheduled, Pres House reserves the right to bill for the additional usage at the pre-established hourly rate of \$50/hour.

Questions

If you have further questions about reserving Pridham Lounge for your rehearsal dinner, please contact Pat Werk, the Wedding Coordinator, at wedding@preshouse.org or via phone at 608-216-7319 (work), 608-764-8446 (home) or 608-213-7558 (cell).



Pres House Wedding Reservation Form
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Today's Date _____

Description of Event: (check all that apply) Rehearsal _____ Ceremony _____ Rehearsal Dinner _____

Date of Wedding: _____ **Time of Ceremony:** _____ **Date of Rehearsal:** _____
 (When determining the time of the ceremony, please consider the time needed for decorating, dressing, guest arrival & pictures taken before and after the wedding. For example, a 12-3:30 time slot will have a ceremony start at 1 or 2:00.)

Bride: _____ Phone _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Groom: _____ Phone _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Contact Person (if different than above): _____

Address _____ City _____ State _____ Zip _____

Minister/Judge's Name: _____ Phone _____ Email _____

Church Affiliation (if applicable): _____

***Name and address where security deposit should be mailed after wedding:** _____

TIME OF REHEARSAL/CEREMONY/REHEARSAL DINNER

<p>Rehearsal Friday evening prior to wedding date. <i>(Rehearsal time will be determined by Pat Werk, the Pres House Wedding Coordinator.)</i></p>	<p>Select Top <u>Two</u> Preferences <i>(indicate order of priority)</i> <input type="checkbox"/> 4:45–5:45 pm (2010 & 2011) _____ <input type="checkbox"/> 6:00–7:00 pm (2010 & '11) _____ <input type="checkbox"/> 7:15–8:15 pm (2010 & '11) _____</p>	<p>Comments:</p>
<p>Ceremony 3½-hour (2010) or 3-hour (2011) time block reserved on a Saturday. <i>(Friday ceremonies may be scheduled with the Wedding Coordinator, if the chapel is available.)</i></p>	<p>Choose One <input type="checkbox"/> 8–11:30 am (2010) / 9--12:00 (2011) <input type="checkbox"/> 12--3:30 pm (2010) / 12:30--3:30 ('11) <input type="checkbox"/> 4–7:30 pm (2010) / 4--7:00 pm ('11)</p>	<p>Comments:</p>
<p>Rehearsal Dinner 3-hour time block following the wedding rehearsal.</p>	<p>Choose One <input type="checkbox"/> 4:30 – 7:30 pm (2010 & 2011) <input type="checkbox"/> 5:45 – 8:45 pm (2010 & '11) <input type="checkbox"/> 7:00 – 10:00 pm (2010 & '11)</p>	<p>Comments:</p>

Time needed to access building on wedding day: _____ Estimated time building will be vacated: _____
 Times posted must be within the time you have reserved the building.

Room(s) requested: (Check all that apply)

- Chapel Pridham Lounge (1st floor)
- Bridal Room (lower level) Kitchen (for rehearsal dinner only)

Equipment needed:

How many chairs are needed for ceremony? _____

Check all that apply: Piano Piano Tuning (\$100 additional fee) Sound system (\$100 additional fee)

Pres House Wedding Ceremony Facility Rental Agreement:

I understand that the fee to rent Pres House for my wedding is \$750. My deposit of \$450 is enclosed (\$300 for facility rental fee plus \$150 security deposit). I understand that if I cancel the reservation I will forfeit the \$300 deposit. (The \$150 security deposit will be returned.)

I will pay the remainder of fees to Pres House at least one week prior to the wedding date. This fee includes the building rental for a 1-hour rehearsal and a 3 1/2-hour (2010) or 3-hour (2011) time block for the wedding ceremony, on-site wedding coordinator fee, custodial fee and any other fees agreed upon by the wedding party and Pres House. (All final fees will be determined by the Pres House Wedding Coordinator one month prior to the event.)

I have read the Pres House Wedding Ceremony Guidelines and agree to them in full. I agree to forfeit my security deposit and pay for any additional costs due to damage or extra cleaning needed as a result of this event.

Signed: (A signature is required.) _____

Please tell us how you heard about Pres House: _____

If you found us on the Internet, what website? _____

To Pay by Check: Please make checks payable to *Pres House*.

Deliver or mail to: Pres House, 731 State Street, Madison, WI 53703. Make attention to: Pat Werk

To Pay by Credit Card: Please charge my payment of \$_____ MasterCard Visa

Card Number _____

Security Code (3 digit number located on the back of the card) _____ Expiration Date _____

Cardholder Signature _____ Date paid _____

For Office Use Only

First installment & security deposit

*Deposit (initial payment of \$450) \$ _____ Paid by Cash _____ Paid by Credit Card _____

Check No. _____ Date Paid _____

Final payment (due one week prior to wedding day)

Final Building Fee Payment (\$450) \$ _____

Rehearsal Dinner (\$150) \$ _____

Sound Equipment/Technician (\$100) \$ _____

Piano Tuning (\$100) \$ _____ Paid by Cash _____ Paid by Credit Card _____

Total Fees \$ _____ Check No. _____ Date paid _____

Security Deposit Refund Amount \$ _____ Date Security Deposit Refunded _____