

**ST. LUKE'S CHAPEL**  
Medical University of South Carolina  
181 Ashley Avenue, MSC 180  
Charleston, S.C. 29425  
Phone (843) 792-6775  
www.musc.edu/stlukeschapel

FOR OFFICE USE ONLY

**CONFIRMATION  
COPY**

\_\_\_\_\_ Director \_\_\_\_\_ OK  
\_\_\_\_\_ Date \_\_\_\_\_ TY

WEDDING RESERVATION REQUEST (please print clearly)

**Responsible Party** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (business) \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail address \_\_\_\_\_

**Date of rehearsal** \_\_\_\_\_ **Time** \_\_\_\_\_ **(1 hour only)**

**Date of wedding** \_\_\_\_\_ **Ceremony begins** \_\_\_\_\_

**Reservation from** \_\_\_\_\_ **to** \_\_\_\_\_ **(3 hours)**

Wedding reservation begins 1½ hours before ceremony. The wedding party & florist are not to arrive prior to reserved times. See Fee Categories to purchase additional time. All time changes must be submitted in writing as soon as possible to avoid any scheduling conflicts.

**Number of guests** \_\_\_\_\_ **(Maximum accommodation 265)**

**Name of Bride** \_\_\_\_\_

Address \_\_\_\_\_

Telephone (cell) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail address \_\_\_\_\_

**Name of Groom** \_\_\_\_\_

Address \_\_\_\_\_

Telephone (cell) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail address \_\_\_\_\_

**FEE CATEGORIES:** Amount is determined by status of bride or groom or parents of either:

***Please make checks payable to St. Luke's Chapel***

MUSC students, \$250 \_\_\_\_\_ MUSC employees, \$400 \_\_\_\_\_ (Department \_\_\_\_\_)

Alumni (MUSC & Porter Military), \$600 \_\_\_\_\_ (Year Graduated \_\_\_\_\_)

All others, \$1,250 \_\_\_\_\_

Additional hours may be purchased, if available (max 1 hour)

\$100 per half-hour \_\_\_\_\_ (Only ½ hour on the front end or back end, not together)

\*\*Donors and Life Members of the MUSC Alumni Association please contact the director for pricing.

***All fees are due upon confirmation of reservation. Until payment is paid, the reservation may be superseded by another paid reservation.***

The fee **does include** the presence of a Sexton in the Chapel at all times during this reservation. Their duties include opening/closing the chapel, presenting chapel register for signature to record the marriage and providing guidance for chapel rules and regulations to wedding party and guests. The fee also includes use of kneeling bench, candles in the two brass seven-branched candelabras as well as the two large candlesticks on the altar. The use of other candles must have written authorization from the director. An ornate candle lighter is available. The wedding party is responsible for lighting of the candles. Two ornate brass flower altar vases are available for use, but may not leave the Chapel. Parking passes for the wedding party are also included in the fee (20 two-day passes for the Ashley/Rutledge garage).

The fee **does not include** floral arrangements, organist, other musicians, flowers, printed programs, guestbook, audio and/or audio-visual equipment, wedding director, or an officiant (any ordained minister [in or out of state], justice of the peace or notary public can perform the ceremony).

If musicians and/or singers need practice time other than the reserved rehearsal time, arrangements must be made with the director of the chapel, in advance. There will not be a charge for available time reserved during regular chapel office hours, there is a limit of 1 ½ hours of practice time. Other hours may be arranged at \$50 per half hour. A list of musicians in the Charleston area is included in the reservation packet or can be obtained from the chapel director. Due to events being held at the chapel during the week, it is suggested that appointments be scheduled in advance to visit the chapel for measuring, meeting with florist, musicians, wedding directors or planners, etc.

**CANCELLATION CLAUSE:** There is a 50% charge for cancellation up until six months prior to the ceremony. Cancellations made after six months prior to the ceremony will result in forfeiture of the entire fee. Refunds require the social security number of the person who signed the check remitted for the fee. If reservation is cancelled within 72 hours of submitting form, your check will be returned to you or voided. Cancellation due to extreme weather or natural disaster will be handled on a case by case basis and every attempt will be made to make St. Luke's Chapel available to you on your wedding day or another day of your choosing.

**NOT PERMITTED IN ST. LUKE'S:** Rehearsals that last longer than one hour (the hour begins at time stated on the registration form); weddings that last longer than the three hour reservation; florist arriving prior to the three hour reservation time; rearranging of chapel furnishings (without approval from chapel director) use of any type of tape or wires on any wooden surfaces (so as not to peel off varnish or mar the finish); showering of birdseed, rice and/or bubbles in or outside of the chapel; fresh flower petals by flower girl; food or beverages (bottled water permitted) except for sacramental purposes; rental pianos without the approval of the chapel director or flowers/decorations to remain after three hour reservation.

St. Luke's Chapel is historic and revered, but is non-denominational and imposes no restrictions on the service other than treating the chapel with respect. For Catholic ceremonies, please contact the Charleston Diocese for approval prior to submitting reservation form and fees. See also the Information, Rules & Regulations form for additional information. For questions, please contact the chapel director.

In the event the chapel is left in a condition requiring clean-up or physical repairs, a minimum charge of \$100, plus costs will be invoiced to the responsible party.

PARKING:

Included in your reservation fee are 20 parking passes for the Ashely/Rutledge garage (158 Ashley Avenue, 29403). Additional parking for wedding guests is available in MUSC parking facilities should you or they wish to use them – rates are as posted. If you wish to provide courtesy parking for your guests you will need to contact Parking Management and they will help you with the arrangements.

The MUSC Office of Parking Management is located on the second floor of the MUSC employee parking garage at 91 President Street. Office hours are 8:00 AM until 5:00 PM, Monday through Friday, telephone 843-792-3665. Please ask for the Wedding Guest Parking Coordinator.

SECURITY OF PERSONAL ITEMS:

St. Luke’s Chapel is not responsible for the security or loss of personal items.

INDEMNIFICATION PROVISION:

The Responsible Party (the person making reservations) assumes all risks of loss, damage or injury, by fire or otherwise, to person or property, by reason of the condition of the chapel or chapel area, or by reason of the condition of the management, control or operation thereof, and releases the Medical University of South Carolina, its employees, successors and assigns, from all claims for such loss, damage or injury sustained by the Responsible Party, and the Responsible Party agrees to defend and indemnify the Medical University of South Carolina against all claims for such loss, damage or injury sustained by the Responsible Party.

**IMPORTANT** - I have read and understand the Rules and Regulations for the use of St. Luke’s Chapel.

\_\_\_\_\_  
Signature of Responsible Party or Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed (Responsible Party/Bride)

\_\_\_\_\_  
Signature of St. Luke’s Chapel Director  
Elizabeth H. Brown

\_\_\_\_\_  
Date

\$ \_\_\_\_\_ check / cash was received on \_\_\_\_\_ (checks payable to *St. Luke’s Chapel*).

Paid in full  Ck # \_\_\_\_\_

# Information, Rules and Regulations for the use of St. Luke's Chapel

- ❖ A sexton has been assigned to oversee your event and assure adherence to the Rules and Regulations for the use of St. Luke's Chapel. Please ask them if you have questions or concerns.
- ❖ An aisle runner may be used, but is not provided. The aisle is approximately 70 feet long. There are three steps to the platform.
- ❖ There is a kneeling bench available and also a movable, free-standing small altar (we suggest using a runner or nice cloth to cover it), for your use. Please return to their original location.
- ❖ A Brides Room and a Grooms Room are available and each has a connecting restroom. These rooms are not large and dressing for your wedding prior to your arrival is suggested. You can utilize these rooms for your "finishing touches" or to wait for the ceremony to begin.
- ❖ Photographers **should not** arrive prior to the reservation time. You will have full access to the chapel courtyard for pictures during your reservation time. Also, photographers should not be on the altar area during the wedding ceremony and should refrain from a lot of movement during the service. Initial \_\_\_\_\_
- ❖ All events **are** limited to the block of time reserved. Due to other reservations, early arrivals or late departures cannot be accommodated. If you feel that you will require additional time, please talk with the chapel director for time options or to purchase additional 30 minute time segments, if available. Initial \_\_\_\_\_
- ❖ **Please notify your florist of the reserved times for the chapel. They will only have access to the chapel at the beginning of your reservation time; additional time (30 minutes) may be purchased, if the time is available.** Remember that all decorations must be removed at the end of the reserved time. No hooks, clamps, pins, glue, sticky tape, tacks, etc. may be used on the walls, pews or altar rails. Please consider silk cords, tulle, or ribbons. **\*\*You cannot decorate prior to your wedding reservation time (ie: rehearsal).** Due to other commitments, we are unable to store your decorations for the next day. Initial \_\_\_\_\_
- ❖ The chapel must be ready for the next occupant, so please leave the chapel as you found it. Chapel reservations are often "back-to-back", so your cooperation is very important. Initial \_\_\_\_\_
- ❖ No alcohol, food or drinks (except for sacramental purposes) are permitted inside the chapel. Initial \_\_\_\_\_
- ❖ Flower petals (real), birdseed or rice may not be strewn inside the chapel or on the chapel grounds. Also, bubbles are not allowed inside. Consider using these at your reception venue. Initial \_\_\_\_\_
- ❖ Furniture and other items inside the chapel shall not be removed without prior arrangement with the chapel director or the Sexton overseeing the event. All furnishings must be replaced as you found them, prior to leaving the chapel. Initial \_\_\_\_\_
- ❖ The two large altar candlesticks and the seven-branched candelabras (oil candles furnished) may be used for the event. Candles must be extinguished at the end of the event. If using any other candles (wax) please do not blow them out, they should be snuffed (this will prevent wax from being blown onto the altar and/or floor). A candle lighter/snuffer is provided. Lighting and extinguishing the candles is the responsibility of the wedding party.  
\*\*Candles or candle displays other than those provided are not permitted without approval of the director. Initial \_\_\_\_\_
- ❖ The chapel director must be notified before any large musical instruments (pianos, harps, etc.) may be brought into the chapel. They cannot be brought in prior to your reservation time and must be removed by the time your reservation concludes. Initial \_\_\_\_\_
- ❖ If a limousine is rented for the bride and groom to arrive and/or depart the chapel, please arrange parking/drop-off with the chapel director. Initial \_\_\_\_\_

I/We have read and understand these Rules and Regulations.

\_\_\_\_\_  
Signature of Bride/Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapel Director

\_\_\_\_\_  
Date

