# Wedding/Commitment Reservation Details and Agreement

## Cannon Chapel, Emory University

### Date of Wedding

- **Time**: 
- **Estimated Guests**: 

### Entry Time (including setup)

- **Exit Time (including breakdown)**:

### Date of Rehearsal

- **Time**: 

### Entry Time (including setup)

- **Exit Time (including breakdown)**:

### Emory Affiliation

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### Bride/Partner’s Name

- **Email**: 
- **Phone**: 

### Groom/Partner’s Name

- **Email**: 
- **Phone**: 

### Wedding Planner/Contact

- **Email**: 
- **Phone**: 

### Clergy Name/Credentials

- **Email**: 
- **Phone**: 

#### Organist

*(It is requested that the Emory University Organist be used. Others must be approved by the University Organist.)*

### I would like the Cross _____ Menorah _____ Neither_____ 

### Describe Media Services needed

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#### Chapel Reservations Requested:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary (includes 2 hours rehearsal time)</td>
<td>$825</td>
<td></td>
</tr>
<tr>
<td>Sanctuary setup (other than standard)</td>
<td>$275</td>
<td></td>
</tr>
<tr>
<td>Use of Brooks Commons for reception</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>University Organist</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>Media Services (dependent upon services requested)</td>
<td>$( $ )</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CHAPEL SERVICES**

- $________

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By requesting use of Cannon Chapel at Emory University for this wedding/commitment ceremony, I have read and agree to the policies and guidelines of Cannon Chapel that have been provided. Failure to comply will result in a fine commensurate with the offense. I understand that my reservation is not confirmed until I have paid the $200 non-refundable deposit and signed and returned this form. I will make total payment for my reservation no later than 2 weeks prior to the date of the wedding.

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### Signature

- **Date**: 

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**For Office Use Only**

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### Requestor notified on

- **via**: 

### Confirmed by

- **Date**: 

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**Return form to:**

Office of the Dean of the Chapel and Religious Life

Attn: Sara McKlin  *  206 Cannon Chapel  *  Emory University  *  Atlanta, GA 30322

404.727.6325  *  sara.mcklin@emory.edu