



## Pres House Wedding Ceremony Guidelines & Reservation Form

731 State Street, Madison, Wisconsin

Phone: 608-257-1030

Email: [wedding@preshouse.org](mailto:wedding@preshouse.org)

### Facility Rental

**The cost to rent the Pres House Chapel for a wedding is \$1295.**

#### The fee includes:

1. Rental of the chapel for a 1 hour rehearsal
2. Rental of the Pres House chapel for a 3 ½ hour time block on the wedding day
3. Rental of the Allison Lounge on wedding day
4. Rental of the Pridham Lounge on wedding day
5. Wedding Coordinator
6. Custodial services after wedding

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

1. Alcohol is brought on the premises
2. Additional cleanup is needed
3. There is damage to the church or its property in the judgment of the Wedding Coordinator
4. Rental equipment is not removed within the 3 ½ hour block of time the space is rented

### Wedding Reservation Form

In order to reserve a ceremony time-slot, the couple must confirm availability with the Wedding Coordinator and submit a down payment of \$650 along with a completed reservation form (last 2 pages of this document). *The final balance of \$795 (\$645 remaining rental balance + \$150 security deposit) and any additional fees are due at least one week prior to the scheduled wedding.*

### Cancellation Policy

The \$650 wedding down payment will not be refunded if the reservation is cancelled. *Disclaimer: If an event beyond the Pres Houses' control occurs (such as, but not limited to, fire, flood, vandalism, etc.) prohibiting the use of the church, the Pres House will refund the full amount paid. No other guarantees are made for reimbursement.*

### Rehearsals

Rehearsals are scheduled the evening before the scheduled wedding date. The three allotted times for rehearsals are from 4:45 – 5:45 pm, 6:00 pm – 7:00 pm, or 7:15 – 8:15 pm. You are asked to select and prioritize two different time slots. Rehearsal time will be set based on the number of rehearsals scheduled for that evening and other events. You may be asked to have your rehearsal outside of these times. The rehearsal time will be confirmed as soon as it is determined by the Wedding Coordinator.

## Weddings

Pres House reserves the chapel in three time blocks 8:00 – 11:30 am, 12:00– 3:30 pm, or 4:00 – 7:30 pm. When reserving a time block, you must be in and out of the building during that time, but you are not required to use the whole time. **If you would like to reserve the Chapel for a longer period of time you may request to rent additional time at the rate of \$100 per hour (based on availability).**

Friday weddings can be scheduled during the summer months if the building is available. Please check with the Wedding Coordinator for availability. The chapel is not available for Sunday weddings.

## Wedding Officiant/Minister/Judge

The couple must arrange for the minister/judge/officiant of their choice. Please see the Wedding Coordinator if you would like a list of referrals.

## Pres House Wedding Coordinator: Amy Gile, Certified Event Planner & Team [wedding@preshouse.org](mailto:wedding@preshouse.org); Office 608-216-7319;

We have found that it is helpful to both your wedding party and to Pres House, if there is a Wedding Coordinator present during the event. Amy Gile, or a member of her team, will be onsite for your rehearsal and ceremony. Many couples request the Wedding Coordinator to assist with rehearsal/ceremony choreography, processional/recessional cues, musical cues and guest movement. Please contact the Wedding Coordinator for details. **Gratuity is optional and appreciated.**

## Setup

**The Chapel seats up to 200 on the main floor and an additional 50 in the balcony. Setting up the chairs according to preference is the responsibility of the wedding party.** Typically the groomsmen set these up at rehearsal. Traditionally there are eight to ten chairs on each side of the center aisle and ten to twelve rows. The altar, piano and organ may not be moved for weddings. Other furniture may be moved, with permission from the Wedding Coordinator, but returned to its original location.

## Dressing Rooms

The wedding party will be able to use the Pridham Lounge (main level), and the Allison Lounge (upper level) for dressing/gathering. One restroom is located on both the main floor and upper floor. Additional larger restrooms are located on the lower level.

## Decorations

All decorations must be brought in and removed during the 3.5 hour ceremony timeframe. In accordance with the policies for the preservation and maintenance of the building, nothing may be hung, taped or attached in any manner to light fixtures, walls, ceilings or furnishings. Pres House does not provide decorations. Parties cannot decorate the night before because others are often using the building, your decorations would be unattended, and we cannot guarantee that your decorations would not be damaged. Due to the safety and concern of all, candles with real flame are only allowed for unity candle ceremonies only up at the altar. The unity candle and two tapers do not need to be enclosed as long as they are not being carried away from a table. Please communicate these restrictions to your florist/decorator. All other candles must be flameless.

## 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 before they leave the building. Illegal drugs are not allowed in Pres House at any time. Alcohol is not allowed on the main or upper level but is allowed in the lower hall. Please see wedding coordinator for details on renting the lower hall your rehearsal dinner.

## **Tobacco Use**

Please inform your guests tobacco use is prohibited in the church building or on church property.

## **Catering and Rental Equipment**

Should you choose to bring in rental equipment or catering, please communicate to the contractor your reserved timeslot as all items must be delivered and picked up within that time (rental companies often do not want to drop off and pick up their equipment on the day of the event). If you choose to bring in an aisle runner please note, a 50-foot aisle runner will extend from the Narthex to the Chapel entrance. If you decide to rent chair covers, plant stands, etc., you will need to have a family member or friend be willing to setup/takedown and take this equipment with them after the service.

## **Cleanup and Maintenance**

All users of the church facilities are expected to leave the church in the same condition as they found it. All belongings, including leftover food, must be taken out of the building after the wedding is over. Clean up all the rooms. Please dispose of any refreshment containers, flower boxes, etc. A double-check of the room is always a good idea. **We highly recommend assigning someone this task when planning for your special day.** Any cleanup needed or damage done will be taken from the security deposit.

## **Security**

Only the doors approved by the Wedding Coordinator are to be used by your group. This will help protect your personal property as well as ours. To avoid being targeted for theft, encourage your group/guests to keep valuables (wallets, purses, car keys) with them or give them to someone in your party for safekeeping. The Pres House is unable to accept responsibility for anything lost or stolen.

## **Damage**

The couple is responsible for conducting all activities in a safe manner. If there is damage to church property the 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 wedding couple for reimbursement.

## **Rice, Birdseed, Confetti, Glitter & Real Flower Petals**

Throwing rice, birdseed, confetti, glitter or real flower petals is not permitted inside or outside the church building. The use of such materials will result in the automatic loss of security deposit. The host agrees to be responsible for any damage to the premises or equipment by members, guests, invitees, or outside groups contracted by host during the function.

## **Photography**

We are happy to work with the photographer of your choice. We do not have any restrictions beyond reasonable practices. \*Tip: Check with the officiant to see if they have photography guidelines.

## **Music**

We are happy to work with the musicians of your choice without restrictions beyond reason.

## **Parking**

There is public parking in the Lake Street City Ramp just one block away. You may also wish to check with the Madison Department of Transportation at 608-266-4761 as some wedding parties have been able to secure up to 6 free meter bags on their wedding day. Please note, we are located on the UW campus and parking can occasionally be an issue during UW events. You may want to check the UW Sport and Kohl Center schedule.

### **Air Conditioning & Heating**

The Chapel, Allison Lounge and Pridham Lounge are all air conditioned and heated.

### **Piano Tuning**

The piano is tuned regularly but pianos are affected by temperature/movement therefore we cannot guarantee perfection. If you would like piano tuned specially for your wedding, a \$100 charge will apply. Please let the Wedding Coordinator know you would like it tuned at least 6 weeks before your wedding.

### **Sound System**

The acoustics in the Chapel are very good. However, if the Officiant or the Bride/Groom is soft spoken, you may want to consider sound equipment for the use of the microphones. 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. You may request the use of the Pres House sound system at a cost of \$100 for your wedding day ceremony. If you want amplified music at the ceremony you may bring in a CD containing the songs you would like played. \*Tips: Burn the songs in the order they should be played, bring a backup copy of the CD, and bring a handwritten or typed key with the name and number of each song.

### **Handicapped Accessibility**

You may use the East/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. There is a ramp leading to the first floor where the Chapel and a handicap accessible restroom are located.

### **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 on the right. Walk half a block to State Street, turn left, and walk one block to Pres House. Pres House is on the corner of State and East Campus Mall. The address is 731 State Street.

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

Occasionally there are events on State Street that may amplify sound. Some couples choose to purchase a sound permit form the City of Madison to control the noise level. If you choose to, please contact the City of Madison Parks Department at 608-266-4711.

### **Pres House Concealed Carry Policy**

Pres House prohibits staff, residents and visitors from carrying weapons anywhere on the property including the church and apartment building.

### **Questions**

If you have further questions or would like to set up an appointment to take a tour, please contact Amy Gile, Pres House Wedding Coordinator at [wedding@preshouse.org](mailto:wedding@preshouse.org).

### **Rehearsal Dinner Options:**

The Pres House has two beautiful spaces that can be rented for rehearsal dinners. Please see the wedding coordinator for details.



**Pres House Wedding Ceremony Reservation Form**  
 731 State Street, Madison, Wisconsin  
 Phone: 608-257-1030  
 Email: wedding@preshouse.org

**Today's Date** \_\_\_\_\_ (Hold Expiration \_\_\_\_\_)

**Ceremony Date** \_\_\_\_\_ **Ceremony Time** \_\_\_\_\_ **Rehearsal Date** \_\_\_\_\_ **Guest Count** \_\_\_\_\_

**Bride** \_\_\_\_\_ E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**Groom** \_\_\_\_\_ E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**Contact Person** (if different from above) \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

**Officiant (Church Affiliation?)** \_\_\_\_\_

**Name and address where security deposit should be mailed after wedding** \_\_\_\_\_

**Time of Rehearsal/Ceremony**

Rehearsal (Friday evening prior to wedding date) <i><b>Rehearsal time will be determined by Pres House Wedding Coordinator.</b></i>	<i>Select Top Two Preferences (indicate order of priority)</i> <input type="checkbox"/> 4:45 – 5:45 pm _____ <input type="checkbox"/> 6:00 – 7:00 pm _____ <input type="checkbox"/> 7:15 – 8:15 pm _____	Comments:
Ceremony ( 3 1/2-hour time block on Saturday)*	<i>Choose One</i> <input type="checkbox"/> 8:00 – 11:30 am <input type="checkbox"/> 12:00 – 3:30 pm <input type="checkbox"/> 4:00 – 7:30 pm	Comments:

\* Friday ceremonies may be scheduled during the summer if space is available. See Wedding coordinator for details.

**Spaces Included in Rental:** Chapel, Pridham Lounge (1st floor), and Allison Lounge (Upper level)

**Optional Rentals (\$100 Each)**

- Sound System
  Additional 1 Hour Rental Time
 Piano Tuning

**Continued on next page.**

**Pres House Wedding Ceremony Room Rental Agreement**

My down payment of \$650 is enclosed. I understand that if I cancel my reservation I will forfeit my down payment. I will pay the remainder of fees to Pres House at least one week prior to the event date.

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 excessive cleaning needed as a result of this event.

**Signed** \_\_\_\_\_  
(A signature is required.)

Please let us know how you heard about Pres House: \_\_\_\_\_



**To Pay by Credit Card**

Please charge my payment of \$ \_\_\_\_\_  MasterCard  Visa  Discover

Card Number \_\_\_\_\_

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

Cardholder Signature \_\_\_\_\_ Date paid \_\_\_\_\_

**To Pay by Check**

Please make checks payable to **Pres House. Deliver to Pres House Chapel, Attn: Amy Gile, 731 State Street, Madison, Wisconsin 53703.**

**For Office Use Only**

**First installment:**

\*Down Payment (\$650) \$ \_\_\_\_\_ Check #/CC \_\_\_\_\_ Date paid \_\_\_\_\_

**Final payment (due one week prior to event)**

Final Building Fee Payment (\$645) \$ \_\_\_\_\_

Security Deposit (\$150) \$ \_\_\_\_\_

1 Hour Additional Rental Time (\$100) \$ \_\_\_\_\_

Sound Equipment (\$100) \$ \_\_\_\_\_

Piano Tuning (\$100) \$ \_\_\_\_\_

**Total Remaining Fee** \$ \_\_\_\_\_ Check #/CC \_\_\_\_\_ Date paid \_\_\_\_\_

**Security Deposit Refund Amount** \$ \_\_\_\_\_ **Date Refund Check Requested** \_\_\_\_\_