



## 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. Assistance Running the rehearsal

**In addition to the rental cost, Pres House requires a \$250 security deposit.** The security deposit of \$250 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 or other wedding decorations or supplies are 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 \$895 (\$645 remaining rental balance + \$250 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.

### Health and Safety

The COVID-19 pandemic has made it clear that public health crises can impact how events such as weddings can take place and that plans made in the future may be subject to cancellation or change due to health and safety orders and/or concerns. Please be aware that Pres House follows all government issued health and safety orders and generally follows UW-Madison guidelines as well. Pres House may also choose to make its own policy decisions around health and safety that may impact how events (including weddings) take place in the building. Requirements for holding events at Pres House can change at any time, and may be significantly different from when the event is booked to when it actually takes place. If health and safety requirements impact how your wedding can be held (for example capacity limits, mask or vaccine requirements, or other changes) you will have the following options:

1. Proceed with your wedding per the requirements in place at the time of your wedding. **Health and safety requirements are not negotiable and are at the full discretion of Pres House.**
2. Reschedule your wedding based on future availability.
3. Cancel your wedding, forfeiting your down payment.

### **Rehearsals**

Rehearsals are scheduled for one hour on the evening before your wedding date. Check with the wedding coordinator for availability. Your one-hour rehearsal time will be set based on the number of rehearsals scheduled for that evening and other events. The rehearsal time will be confirmed as soon as it is determined by the Wedding Coordinator.

### **Weddings**

Your wedding reservation is a 3 ½ hour time block on your wedding day. 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 \$200 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.

### **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 Weddings: Marilee Standifer, Planned Spontaneity LLC,**  
[wedding@preshouse.org](mailto:wedding@preshouse.org); Phone 608.446.0346

Marilee, or a member of her team, will be onsite for your rehearsal and ceremony. Many couples request assistance 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.** 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 your specified rental time. 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 NOT allowed. Candles must be flameless.

### **Food, Beverages and Tobacco**

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. **Alcohol, tobacco products, and illegal drugs are not allowed anywhere on the Pres House premises (inside or outside) at any time.**

### **Catering and Rental Equipment**

Should you choose to bring in rental equipment or catering, please communicate to the contractor your reserved time slot 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 make arrangements 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 and flower vases, 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 client 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 \$250 security deposit, an itemized bill for the cost of repair will be submitted to the client 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 client agrees to be responsible for any damage to the premises or equipment by members, guests, invitees, or outside groups contracted by the 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. Use of the Pres House organ must be approved in advance by the Pres House Music Director. Organists should contact Natalie Handley, Music Director, at [natalie@preshouse.org](mailto:natalie@preshouse.org) at least 6 weeks before the wedding is scheduled to take place to obtain this approval.

## **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. We recommend that you check the UW Sport and Kohl Center schedule prior to booking your wedding date.

## **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 the 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**

Pres House sound equipment is available at the cost of \$100 for your wedding day ceremony. If you want amplified music at the ceremony please bring a player that includes a 3.5 mm jack, containing the songs you would like played. 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.

## **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. Official service animals are welcome. Please notify the Wedding Coordinator in advance if a service animal will be present at your wedding.

## **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**

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**

Carrying weapons is strictly prohibited anywhere on the Pres House property. Please notify your guests of this policy.

**Questions**

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



**Pres House Wedding Ceremony Reservation  
Form**

731 State Street, Madison, Wisconsin

Phone: 608-446-0346

Email: wedding@preshouse.org

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

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

**Client 1** \_\_\_\_\_ E-mail \_\_\_\_\_

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

**Client 2** \_\_\_\_\_ 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>Rehearsal time will be determined by Pres House Wedding Coordinator.</i>	<i>Select Top Preference</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) <i>Rehearsal time will be determined by Pres House Wedding Coordinator.</i>	<i>When would you like your time block?</i>	Comments:

**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: Marilee Standifer, 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 (\$200) \$ \_\_\_\_\_

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

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

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

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