



Outside Coordinator Contract

This contract is for anyone (professional or nonprofessional) planning on assisting with the coordination of a wedding at the chapel. The chapel fee includes the services of a Chapel Coordinator to assist with logistics of the rehearsal & ceremony. If a wedding party chooses to hire an outside wedding coordinator, the outside coordinator must agree to the policies below. This contract is to be initialed & signed by the person doing the work; not the bride, groom, or other representative. Please initial next to each statement, stating that you & your company (if applicable) agree to follow all chapel policies.

REHEARSAL DAY

_____ The TCU Chapel Coordinator is the final authority on ceremony specifics as they relate to the chapel.

_____ Each wedding has 1 hour for the Friday rehearsal. View contract for the assigned time frame.

_____ The outside coordinator must allow the RCC Coordinator to go over university and chapel rules at the beginning of the rehearsal & show the holding rooms at the end of the rehearsal. Therefore, if an outside coordinator is running the ceremony, RCC coordinator has 5 minutes at the beginning, outside coordinator has 40 minutes for the rehearsal, & RCC coordinator has 15 minutes to take everyone to the dressing rooms & show them the quickest way in & out of the building. The outside coordinator must end rehearsal on time. Our time frames are very strict, as Friday rehearsals are held back to back.

WEDDING DAY

_____ Each wedding has 3 hours for the day of wedding, as stated in the contract. The time allowed for chapel use is strictly followed. The outside coordinator must respect the time frame of the chapel reservation. They may not arrive early, stay late, nor encourage the wedding party, guests, or vendors to arrive early or stay late. If time frames are not respected, the \$250 security deposit is forfeited.

_____ All décor set-up & pre-ceremony pictures must be completed 30 minutes prior to ceremony start time.

_____ All décor & personal belongings must be removed by the end of the time frame. The outside coordinator should assist with clearing the chapel on time.

_____ If a dispute should arise the day of the wedding, chapel staff is authorized to alert the TCU Police.

_____ Outside coordinator must agree to abide by the Wedding Contract (found online at _____).

Business Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Wedding Party: _____

Date of Rehearsal: Friday, _____ 1 hour Time Frame: _____

Date of Wedding: _____ 3 hour Time Frame: _____

By signing this contract, I understand that I may not supersede chapel policies, accept responsibility for my organization, agree to abide by regulations, & realize that **breaking policies will result in not being welcomed back to the chapel**. Any damages or excess housekeeping charges will be billed to the person reserving the space. Submit this form to chapel@tcu.edu, fax 817-257-7304, or bring to the Chapel Office in Jarvis Hall. Agreements must be on file 30 days before any event in the chapel. Contact chapel staff at chapel@tcu.edu or 817-257-7831 for questions.

Signature: _____ Date: _____