



Videography Contract

This contract is for anyone (professional or nonprofessional) videotaping at the chapel. 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 pertaining to videography.

IN GENERAL

- _____ Videographers have access to the chapel for the time frame stated in the chapel contract. The time frames are strictly followed. If you do not know your wedding party's time frame, please contact your client or our office.
- _____ All furnishings & fixtures are considered permanent & may not be moved without advance permission of chapel staff. These items include, but are not limited to, the cross, communion table, piano, narthex tables, kneeler, pew cushions, & hymnals.
- _____ Any equipment must be removed by the end of the time block. The chapel is not responsible for any equipment left behind.

THE CEREMONY

- _____ Audio recording equipment must be in place **30 minutes before the ceremony begins.**
- _____ An audio recording connection is available **on the ground next to the second column from the front.** You may plug into this audio lead with a 3 Pin XLR Male Microphone Cable.
- _____ Handheld, wireless video cameras may move around freely during the ceremony, as long as they do not interfere with the line of sight of the organist or movement of the bridal party. **Stationary, tripod cameras may be in the balcony &/or behind any of the columns ONLY.**
- _____ An unstaffed stationary video camera may be placed on the chancel **only if** it is hidden from the sight of the audience, does not interfere with the line of sight of the organist, & movement of the bridal party.

SAFETY AND ACCESS

- _____ Video cameras, equipment, & videographers may not block access to the aisles or pews at any time. No chords allowed in the aisles at any time.
- _____ Per university policy, the use of any unmanned aircraft systems (i.e. drones) is prohibited on campus, unless approved by the Vice Chancellor or Student Affairs. Approval must be obtained at least 2 weeks prior to the event in order to implement security measures. Contact chapel staff to begin the approval process no less than 4 weeks before the ceremony.

Business Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Wedding Party: _____

Date of Wedding: _____ 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: _____