



**ROBERT CARR CHAPEL**  
AT TEXAS CHRISTIAN UNIVERSITY

## Outside Coordinator Contract

This contract is for anyone (professional or nonprofessional) planning to assist with the coordination of a wedding at RCC. 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, completed, and signed by the person doing the work; not the bride, groom, or other representative.**

**Please initial next to each statement affirming that you and your company (if applicable) agree to follow all chapel policies.**

### **Friday Rehearsal**

- \_\_\_\_\_ The TCU Chapel Coordinator will be the primary coordinator conducting the rehearsal, and will be the final authority on ceremony specifics as it relates to the chapel.
- \_\_\_\_\_ Each wedding party has a strict 1-hour rehearsal time frame per the signed Wedding Contract. All rehearsals are on the Friday evening before the wedding. The last 15 minutes of rehearsal will be used to show bridal party the holding rooms.

### **Day of Wedding**

- \_\_\_\_\_ Each wedding has a 3-hour time frame as stated in the contract. The time allowed for chapel use is strictly adhered to, and includes access to the chapel grounds, the holding rooms, and the cloister areas. The outside coordinator must respect the time frame of the chapel reservation. The outside coordinator agrees to 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 and pre-ceremony pictures must be completed 30 minutes prior to ceremony start time.
- \_\_\_\_\_ All décor and personal belongings must be removed by the end of the time frame. The outside coordinator should assist with clearing the chapel on time including all floral, programs, trash, etc.
- \_\_\_\_\_ If a dispute should arise the day of the wedding, chapel staff is authorized to alert the TCU Police.
- \_\_\_\_\_ Outside coordinator agrees to abide by all terms of the Wedding Contract (Online: [www.chapel.tcu.edu/weddings/wedding-contract-forms](http://www.chapel.tcu.edu/weddings/wedding-contract-forms)).

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, I accept responsibility for my organization, agree to abide by regulations, and 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 form to [robertcarrchapel@tcu.edu](mailto:robertcarrchapel@tcu.edu), or bring to the RCC Office in Jarvis Hall. Agreements must be on file 30 days before any event in RCC. Contact the Chapel Coordinator at [robertcarrchapel@tcu.edu](mailto:robertcarrchapel@tcu.edu) or 817-257-7831 with any questions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_