



Videography Contract

This contract is for anyone (professional or nonprofessional) videotaping at the chapel. This contract is to be initialed and signed by the person doing the work; not the bride, groom, or other representative. **Please initial next to each statement, stating that you and 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 enforced. The videographer must confirm this time frame with the contracted party. Access during this time includes the chapel, chapel grounds, cloisters, and holding rooms.
- _____ All furnishings and fixtures are considered permanent and 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, and hymnals. This also includes furniture in the cloisters.
- _____ All equipment must be removed by the end of the reserved time frame. 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 placed in the balcony and/or behind any of the columns **ONLY.**
- _____ The use of lighting during the ceremony is prohibited.
- _____ Videographers can move around the chapel during the ceremony, but can not go onto the chancel, and must stay 10 pews away from the chancel. Shooters must also be courteous and thoughtful to guests and their views of the ceremony. Do not stand in front of a wedding guest.

SAFETY AND ACCESS

- _____ Video cameras, equipment, and videographers may not block access to the aisles or pews at any time. No cords are 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 of Student Affairs. **Contact chapel staff to begin the approval process no less than 4 weeks before the ceremony.** Approval must be obtained at least 2 weeks prior to the event in order to implement security measures

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 robertcarrchapel@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 robertcarrchapel@tcu.edu or 817-257-7831 for questions.

Signature: _____ Date: _____