



Thank you for choosing The Olde North Chapel for your wedding ceremony and/or intimate reception. While we are always decorated and “ready to go” for a wedding, we have several pricing and decoration options available. They are as follows:

**Weddings**

**Chapel Rental** (Monday through Thursday Evenings) Seats up to 220 **\$450.00**

This is a full, 1<sup>st</sup> class wedding for a 3-hour time block only. During that time, you may rehearse, do minimal decorating, the ceremony, photography session and clean-up of items. None of the “hard” decorations, arches, lamps, pew lanterns may be moved or removed; they may ONLY have flowers, ribbons or bows **added to them**. Use of the Bridal Suite and Groomsmen waiting room is included. **Time period must be followed.** Additional time available for purchase. Coordinator included.  
Add officiate -\$150.00

**Banquet Room Rental** (6-8 hours) Seats up to 100 **\$600.00**

This includes use of banquet room, kitchen, tables and chairs, table coverings, arch, trees, lamps, **same day decorating and set up time**. Clean up by event end time. Additional charges apply for earlier set up or later clean up time.  
Additional cost per hour (booked in advance) - \$50.00  
Additional cost per hour if event time runs over - \$100.00 (charged in half hour increments)

**Weekend Wedding Packages**

**Chapel Package - \$650.00**

Several hours use of the Bridal suite and Groomsmen waiting room before the wedding. Choice of Traditional Brass or Black Garden arch and lighting options, custom decorating in your colors, with or without chapel flowers, trees, pedestals, tulle, etc. Wedding music on CD, playlist, etc. Rehearsal time, with ceremony coordinator (1 ½ hours, most often the day before the event) and ample time for the photography session are included (up to 1 ½ hours after the ceremony). No other weddings are scheduled on your day.

This package reserves the chapel for the times of your choice.  
Officiate available for an additional charge - \$150.00

**Wedding & Reception Package – \$1,200.00**

Includes: **Chapel and banquet room rental**, Several hours use of Bridal Suite and Groomsmen waiting room before the wedding, Choice of Traditional Brass or Black Garden arches and other lighting accessories, with or without chapel flowers, wedding music on CD. Rehearsal and decorating time, the **evening** before. Banquet room package includes use of the full kitchen the day of the ceremony, set up of tables and chairs, white rolled paper tablecloths, lighted fountain punch bowl, and customized color in the disco ball.

Rent the entire building for the **entire day**, plus **rehearsal the evening before**.

**Add 4 hours** additional chapel and banquet room decorating/preparation time **the day before** \$150.00

**Add Rehearsal dinner rental - \$150.00**

Officiate available for an additional charge - \$150.00

Monday – Thursday **“Mini Ceremony”** - Elopement Style **\$150.00**

The couple may bring up to 10 people and their cameras. There is no rehearsal time, no choice of decorating options; the entire event will be no longer than 1 hour.

**Officiate** for your wedding elsewhere (add \$50.00- \$100.00 for additional rehearsal visit) **\$150.00**



**Please follow these rules when using the Chapel. Children MUST be accompanied by an adult at ALL times. Children are NOT permitted in the balcony. Absolutely NO Food or Drink on the Chapel level.**

1. Do not move the antique furnishings, piano, arches, lamps or pew lanterns, they are very fragile.
2. Use only non-drip candles on the Chapel alter and on the carpeted area. No other candles are permitted. In the banquet room, candles are allowed provided they are in a bowl or inside a globe.
3. Only birdseed or bubbles may be thrown at the Bride and Groom on the chapel steps. Rice and confetti are not allowed. If using a horse and carriage, please **do not allow anything to be thrown** near the horses.
4. A white aisle runner can be secured with double faced tape and straight pins on the steps.
5. Any flowers or decorations that are used may not damage any artifacts. **Tacks, duct tape, staples and/or nails cannot be used. Please do not use any tape or glue on painted surfaces.**
6. Please make sure that you take all of your flowers, decorations and personal items out of the Chapel when finished, and put trash in proper receptacles.

#### **Deposit information for The Olde North Wedding Chapel and Banquet Room**

To guarantee use of the facility, a \$250.00 initial payment is due at the time of commitment (this includes a \$50.00 non-refundable reservation fee.) A \$300.00 damage deposit and is **in addition to** the facility rental fee.

The remaining facility rental fee (payable to The Olde North Chapel) is due 2 weeks before the event.. The \$300.00 damage deposit will be refunded within 14 days after your event provided all other fees have been paid and there are no damages.

#### **Parking Information**

The Olde North Chapel has a parking lot on the north end of the building with 20 angled parking spaces. Additional parking is allowed in the adjacent lots (both East corners of North 11<sup>th</sup> and North "B" Streets, Wayne County Museum property), on the right side of North "B" Street, between N. 10<sup>th</sup> and N. 12<sup>th</sup>, and both sides 11th Street south of the chapel. Parking is also available at the former Girls, Inc. (North 10<sup>th</sup> Street) both front and rear lots. We will place signs in the lots the day of the event.

#### **Bridal Suite**

Bridal Suite includes a sink, dressing room lights, mirrors and electricity. Placement of the mirrors allows a full view of the front and back. Additional space for bridesmaids is available in the ladies' restroom, just across the way. The Bridal Suite will be locked and you or your specified agent will be given the key, during the ceremony.

#### **Food**

Our kitchen is a full kitchen available for your use. We do not offer catering, but can recommend several local caterers. You may use the kitchen to store your cold items, warm or bake **previously prepared items** and for cleaning purposes. There is a garbage disposal and garbage bags under the sink.

#### **Clean Up**

The Chapel is responsible for the set up and tear down of tables and chairs, however, you may rearrange them to suit your needs. None of the tables or chairs may be removed from the premises. The Chapel is also responsible for the actual cleaning of the building, once **your decorating items and trash have been removed**. Rosie Roller trash containers are available at the rear of the chapel. Garbage bags and trash receptacles are in the kitchen. Be sure to have enough transportation available to **remove all of your items**, i.e. decorations, gifts, clothing, leftover food.

#### **Additional Items available for rent**

While we do include our chapel decorations for free with the chapel rental, we do charge a nominal fee for banquet room and tabletop **decoration rental for the reception**. Please ask about availability.



### The Olde North Chapel - Facility Rental Agreement

This Agreement is made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between The Olde North Chapel, (hereinafter "chapel"), whose address is 200 North Eleventh Street, Richmond, IN 47374, and \_\_\_\_\_ (hereinafter "User"), whose address is \_\_\_\_\_

Phone number \_\_\_\_\_ or \_\_\_\_\_.

The terms of the agreement are set forth as follows:

#### FACILITY ENGAGEMENT

1. **Scope of License** User is authorized to use the chapel facility described below for the purpose of the following activity

\_\_\_\_\_  
(Name of activity or Event)  
\_\_\_\_\_  
200 North 11<sup>th</sup> Street, Richmond, IN 47374  
\_\_\_\_\_  
Location(s)

Date \_\_\_\_\_ From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

2. **Facility Rental Fee(s)** All Facility Rental fees are due **2 weeks prior** to the scheduled event.

Chapel	\$ _____
Banquet Room	\$ _____ <b>(plus \$300.00 damage dep)</b>
Officiate/Other	\$ _____
<b>Total Facility Rental Fee(s)</b>	<b>\$ _____</b>

The holding of any event or activity not specifically authorized shall result in the revocation of this Agreement and the immediate closing of the facility. All fees are forfeited upon this condition.

- Initial Payment and Damage Deposit** One **\$250.00 initial payment** (including a non-refundable \$50.00 reservation fee) is due at time of commitment to reserve a date and time for your event. **Any damage deposit is in addition to the facility rental fee.** Any additional damage deposit will be refunded within 14 days following the function, providing: 1) no damage has been done to the building, its contents or other chapel properties, 2) all outstanding balances are paid, and 3) subject to other conditions stated below.
- Cancelled Facility Engagement** Functions cancelled **more than 12 months** prior to use date are fully refundable, minus the \$50.00 reservation processing fee. Functions **cancelled 12 months or less** to use date will **forfeit the entire \$250.00 reservation processing fee and initial payment.** Functions **cancelled less than six months prior to rental date are completely non-refundable, and the full rental fee is forfeited.**
- Ending Time** Function must end at rental agreement time. After agreement rental time, an additional fee of \$50.00 per half-hour will be assessed against User and may be applied against any security deposit.
- Smoke Free Facility** Smoking is not permitted anywhere in the chapel, including the restrooms. There is a bucket located near the front benches, outside, for cigarette butts. Please do NOT allow your guests to throw them on the ground.



- 7. **Decorations and Clean Up** Decorations **must** be pre-approved by Chapel management staff or their designee. **No harsh tapes, such as duct tape, nails, tacks, or staples can be used at anytime. No tape on painted surfaces.** Nothing may be fastened to walls, windows, curtains or floors. User is responsible for removing all decorations and debris from the facility, placing all trash in plastic bags, furnished by the Chapel, and disposing of trash in the nearby dumpster or other designated container. Any additional cleanup that must be done will be charged to the User at the rate of \$25.00 per hour, per staff person and may be applied against any security deposit.
- 8. **Damages** User agrees to be **responsible for all damage** to any area of the Chapel, parking lots, when such damage is caused by User or User’s invitees, employees, independent contractors, or agents. The **\$300.00 damage deposit is due at time of final payment.**
- 9. **Assignment** User shall not assign this agreement to any other person, firm, company, or corporation. Further, the User agrees that it will not use or allow any others to use the premises in violation of federal, state, or local laws or ordinances, or in violation of the provisions of this Agreement or in violation of Chapel Rules.
- 10. **Alcohol** Chapel is not permitted to sell or serve alcohol. Chapel is not responsible for any alcohol brought in or served. No minors what-so-ever are allowed to consume alcohol on premises. A muninciple permit to serve alcohol and an event insurance policy are highly recommended.
- 11. **Indemnification** User agrees to indemnify and hold harmless the Chapel and its officers, agents, or employees against any and all claims, liability, losses, damages, and expenses, including attorney fees and other costs of litigation, which any or all of them may hereinafter incur, be responsible for, or pay out as a result of the bodily injury to any person(s) or damage to any property, arising out of the User’s use of the described premises.
- 12. **Termination** The Chapel shall have the right to terminate the Agreement in the event User violates any of the terms or conditions and to pursue any other remedies available by law.
- 13. **Public Announcement** User agrees to allow The Olde North Chapel to publicly post or publish wedding announcement in local paper (two weeks after event), social media and to also use photographs and likenesses as promotional material on any media site. You may opt out if desired by checking this box. **Opt Out**
- 14. **Signatures** User agrees to the terms of this Agreement as set forth:

Name of User: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Initial Payment Required: \$ 250.00 (Due at time of commitment, \$50. is non-refundable)

\$ \_\_\_\_\_ (\$300. damage deposit add'l to banquet rental fee)

\$ \_\_\_\_\_ (**Balance Due in full 14 days prior to Event**)

X \_\_\_\_\_

Date \_\_\_\_\_

X \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Ardene Schoeffler for The Olde North Chapel



### Local Caterers

Maria Mitrones Italian Market     [www.4parker.com](http://www.4parker.com)     (765) 966-3614  
 Olde Richmond Inn     full service catering     [www.olderichmondinn.com](http://www.olderichmondinn.com)     (765) 962-2247  
 Radford's Meat Market & Deli East     [www.radfordsmeat.com](http://www.radfordsmeat.com)     (765)-962-5830  
 Smiley's Pub     [www.smileyspub.com](http://www.smileyspub.com)     (765) 962-6388  
 Tin Lizzie Café     [tinlizziecafe@yahoo.com](mailto:tinlizziecafe@yahoo.com)     (765) 962-4441

### Photographers

Free Your Soul Photography LLC     [www.freeyoursoulphotography.com](http://www.freeyoursoulphotography.com)     (765) 993-4631  
 Stephanie Harrison     [www.stephanieharrisonphotography.com](http://www.stephanieharrisonphotography.com)     (765) 962-3133  
 Sonset Photography     [www.cynthiarauchphotography.com](http://www.cynthiarauchphotography.com)     (765) 977-3245  
 Susanna Tanner Photography     [www.susannatannerphotography.com](http://www.susannatannerphotography.com)     (765) 914-7564

### Musicians

Dave Sizemore     Guitarist/Singer     (765) 966-8451  
 Tim Branson     Pianist     (765) 966-6621  
 Tom Walker     Organist/Pianist     (765) 965-9952

### Cakes

Gigglebox Sweets     [www.facebook.com/giggleboxsweets](https://www.facebook.com/giggleboxsweets)     (855) 444-5269  
 Lisa Cakes, LLC.     [www.lisacakes.com](http://www.lisacakes.com)     (937) 430-6701

### Larger Reception and Banquet Halls – All within blocks

4<sup>th</sup> Floor Blues Club – Historic Depot District – 4 Blocks North     (765) 966-5654  
 Wayne County Historical Museum –across the street, East, same parking     (765) 962-5756  
 William G. Scott House (Former Knights of Columbus) – One block West on 10th     (765) 966-4852

### Florists

Flowers By Carla – 410 National Road West, Richmond, IN     (765) 935-4649  
 Jack Daggy Flowers – 455 S. 9<sup>th</sup> St, Richmond, IN     (765) 962-5596  
 Leaning Lily     [www.leaninglily.com](http://www.leaninglily.com)     (765) 373-3200  
 Pleasant View Nursery & Florist     [www.pleasantviewnursery.com](http://www.pleasantviewnursery.com)     (765) 962-9097

### Officiate

Jeff Mills     (765) 914-1596

### Misc. Wedding Services

One Horse Affair     Horse drawn carriage, black or white carriage -email: [onehorseaffair@att.net](mailto:onehorseaffair@att.net)     (765) 749-4336  
 Quaker Trace     Horse drawn carriage, White dove release -email: [QuakerTrace@yahoo.com](mailto:QuakerTrace@yahoo.com)     (765) 874-1649  
 Shirley Shafer     Painted backdrops, custom made or rentals - [Shirleyshafer@hotmail.com](mailto:Shirleyshafer@hotmail.com)     (765) 966-5615

**We support Small Business!! Please tell them that The Olde North Chapel referred you!**

(We receive no compensation for these referrals. They are in alphabetical order within category.)