

We Invite you



to consider our Chapel  
for your Wedding

# ST. TIMOTHY'S CHAPEL

## Wedding Guidelines

*Welcome to St. Timothy's! We are pleased that you are considering our Chapel for your wedding ceremony. The following information is intended to help you make your decision.*

### **St. Timothy's Chapel**

- Was moved in 1981 to its present site from Ayden, NC
- Is over 100 years old
- Has lovely stained glass windows
- Seats approximately 100 people
- Has both a piano and an organ

The chapel sits on the grounds of St. Timothy's Episcopal Church. There is ample parking available onsite. There is also space for the bridal party to dress on the premises.

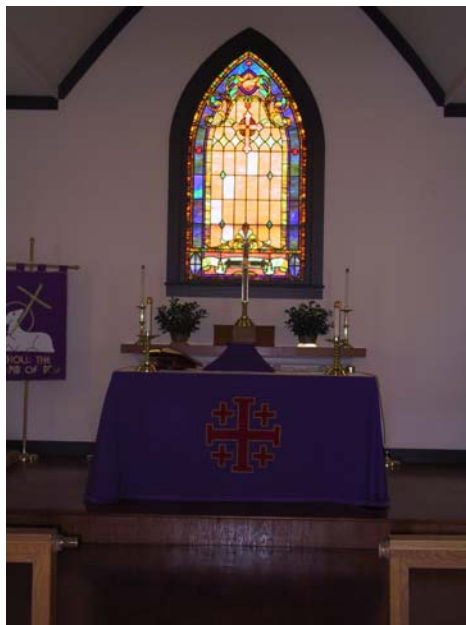
### **General Information**

You are free to invite the clergy or government representative of your choice; however, the clergy of St. Timothy's is unavailable for chapel weddings.

A wedding consultant will be available to answer questions and help you with arrangements in the Chapel. She/he will also be present at the rehearsal and on the day of the ceremony. Outside wedding consultants will need to work with the consultant from St. Timothy's.

Unless requested otherwise, the rehearsal will take place the evening before the wedding; one hour of time will be allotted.

Please note that St. Timothy's is a smoke-free campus.



*If you have seen the chapel and wish to move forward with planning your ceremony at St. Timothy's, the following particulars will be helpful.*

### **Reservations**

- Requests to reserve the chapel are best made at least 90 days prior to the contemplated date. Call the Church Office at 355-2125 to inquire whether the date is available.
- If the date is available, the Parish Administrator will mail the required paperwork. When this paperwork and the deposit are received, your date will be reserved.
- If for some reason you must cancel your reservation, a refund may be available—see fee schedule.

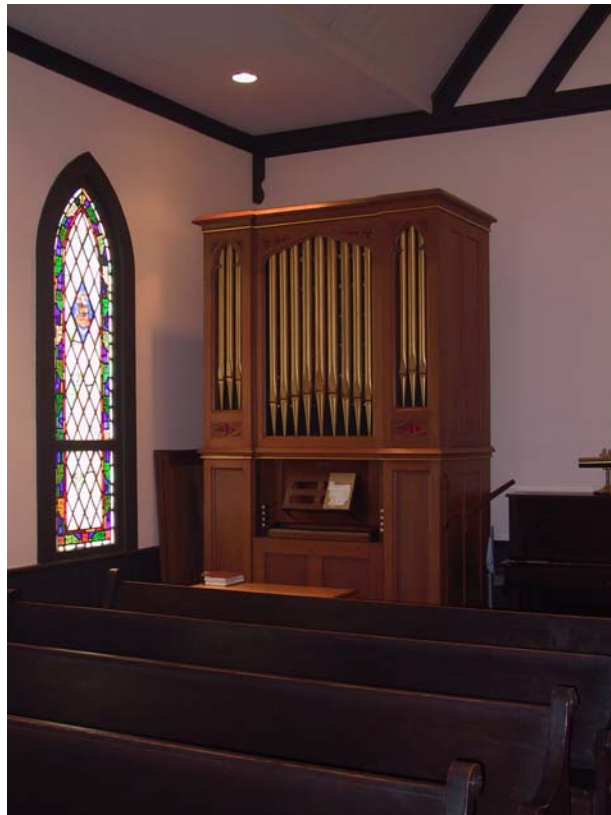
Please note: there will be no weddings held on dates when St. Timothy's has a parish function (such as our annual Lobster Fair). Also, there will be no weddings during Holy Week or on the weekend of Easter.

### **Music**

- The piano is available to the musician of your choice; you will make those arrangements.
- If you would like to engage St. Timothy's organist for your wedding, you must contact her directly: Connie Widney at 756-7829.
- If you have an organist you would like to use, he/she must meet with Connie to ascertain their ability to play this particular organ. It is an historic pipe organ that requires distinct knowledge to play properly. You will need to schedule the appointment.

### **Service Leaflets**

The couple is responsible for providing the service leaflet.



Chapel Organ

## Chapel Particulars

- Furniture may not be moved for the wedding.
- Flags may be moved, but must be returned to their original position after the ceremony.
- Linens on the altar must remain as they are—they are white for all weddings.
- Flowers may be used—you are responsible for taking them with you after the ceremony.
- Any decorations that mar or deface the chapel in any way will automatically forfeit your security deposit.
- Runners are not used in the chapel to prevent accidents.
- Rice and birdseed are not permitted.
- Candles are allowed only in the enclosed altar area.

## Fees

Reservation/Security Deposit: \$200.00

*This fee puts your date on the calendar. It will be refunded to you two weeks after the wedding as long as there were no problems with the chapel. Wedding cancellations 60 days prior will receive a 50% refund; after 60 days there is no refund.*

Chapel Rental: \$350.00

*This fee is due 1 month prior to the wedding and is non-refundable. It includes an hour for the rehearsal and two hours for the ceremony.*

Wedding Consultant: \$100.00

*This fee includes pre-wedding meetings, the rehearsal and the ceremony.*

Dressing Room: \$100.00

*This fee includes rooms for the wedding party to dress and features a full length mirror.*

If you have any further questions, please don't hesitate to contact St. Timothy's at 252-355-2125.

