

# Aspen Chapel *Weddings*



Photo Credit: Megan Canfield

# Contact us

ASPEN CHAPEL  
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[WWW.ASPENCHAPEL.ORG](http://WWW.ASPENCHAPEL.ORG)

AS YOU CONSIDER THE ARRANGEMENTS OF YOUR  
WEDDING, PLEASE DON'T HESITATE TO TO CONTACT US  
WITH ANY QUESTIONS YOU MIGHT HAVE REGARDING  
YOUR ASPEN CHAPEL WEDDING.



Photo Credit: Aspen Chapel

We wish you the best as you  
plan your wedding.



Photo Credit: Tara Marolda

THANK YOU FOR HELPING MAKE  
OUR WEDDING SO SPECIAL. THE  
CHAPEL IS A MAGICAL PLACE.  
WE WILL CHERISH THIS  
MEMORY FOREVER.  
FRANKLIN-DAVIDSON  
SEPTEMBER 2017



Photo Credit: Megan Canfield

# Aspen Chapel

## *Weddings*

We are pleased that you are considering the Aspen Chapel for one of the most significant occasions in your life. Each wedding is unique and we strive to make your ceremony both a joyful and spiritual celebration.

### **Locations**

Wedding ceremonies are held in the Chapel Sanctuary or in the Garden. If you are planning an outdoor wedding away from the Chapel, you may reserve the Chapel as a backup in case of inclement weather. If the Chapel is used as the location for your wedding, the backup fee will be credited toward the total cost.

### **Pastoral Consultation**

Our minister, Nicholas Vesey, is an ordained Episcopalian priest who is well versed in many wisdom traditions. He offers a traditional wedding service or can customize a wedding service based on the couples' desires.

The Chapel honors all wedding couples who want to join in matrimony whether you use our minister or your own officiate.

### **Order of Services**

Each wedding is unique and you are welcome to include your own reading, poems, scripture passages or personal vows. Following are a sampling of the types of services offered at the Chapel:

- A Wedding from the Heart
- Covenant Wedding Service
- Traditional Wedding Service
- Mountain Wedding

These services can be viewed: [www.aspenchapel.org](http://www.aspenchapel.org)

### **Music**

Our Juilliard trained Music Director, Susan Nicholson is classically trained on the pipe organ and the piano. She is also an excellent resource for all music at your wedding.

Whether you desire classical or contemporary music, she can assist you with procuring top-notch musicians from around the Roaring Fork Valley. Susan is also available to assist with coordinating musicians for weddings in other locations.

The Chapel houses a 24-rank Moeller pipe organ and a 7-foot Baldwin grand piano.

### **Live Streaming**

The Aspen Chapel is equipped with state of the art high-definition streaming and video recording facilities. Not only will friends and family be able to watch your ceremony live, but we can also edit it into a timeless piece that can be watched and passed down to future generations.

### **Marriage License**

To obtain a marriage license, please contact the Pitkin County Clerk and Recorder at 970-920-5180 or any other Colorado county clerk and recorder to obtain your license. A marriage license can be obtained 30 days before your wedding.



Photo Credit: Megan Canfield

## Sanctuary, Gallery or Garden

—————	<b>Up to 10 Guests</b>	<b>\$450</b>
	Includes 4-hour space rental: set-up/decorations, photography, ceremony and clean-up	
—————	<b>Up to 50 Guests</b>	<b>\$750</b>
	Includes 6-hour space rental: set-up/decorations, photography, ceremony and clean-up	
—————	<b>Up to 100 Guests</b>	<b>\$1,000</b>
	Includes 8-hour space rental: set-up/decorations, photography, ceremony and clean-up	
—————	<b>Up to 200 Guests</b>	<b>\$1,500</b>
	Includes 9-hour space rental: set-up/decorations, photography, ceremony and clean-up	
—————	<b>Up to 300 Guests</b>	<b>\$2,000</b>
	Includes 9-hour space rental: set-up/decorations, photography, ceremony and clean-up	



Photo Credit: Tara Marolda

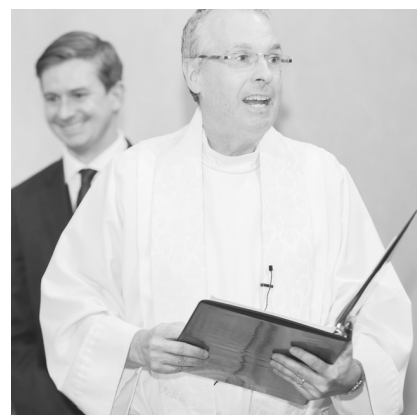


Photo Credit: Megan Canfield

## Additional Space Usage

—————	<b>Rehearsal</b>	<b>\$150/hr</b>
—————	<b>Additional set-up/decorating</b>	<b>\$150/hr</b>
—————	<b>Reception Rental</b>	<b>\$150/hr</b>

## Aspen Chapel Clergy

—————	<b>Onsite Clergy</b>	<b>\$350</b>
—————	<b>Off-site Clergy up to 10 guests</b>	<b>\$450</b>
—————	<b>Off-site Clergy up to 100 guests</b>	<b>\$550</b>
—————	<b>Off-site Clergy over 100 guests</b>	<b>\$650</b>



Photo Credit: Megan Canfield

## Aspen Chapel Musicians

—————	<b>Music Coordinator</b>	<b>\$150/hr</b>
—————	<b>Organist and/or Pianist</b>	<b>\$250</b>
—————	<b>Vocalist or Instrumentalist</b>	<b>\$200</b>
—————	<b>Musician Attendance at Rehearsal</b>	<b>\$100</b>



Photo Credit: Megan Canfield

## Audio Video

### Live Streaming and Video Package

\$750

- Live Streaming broadcast of your wedding to your website or a dedicated page on the Aspen Chapel website (up to 2/hrs)
- 3 Camera shoot with professional switcher
- Edited Video of your event on 1 DVD and digital file

### Video Package

\$500

- 3 Camera shoot with professional switcher
- Edited Video of your event (up to 2/hrs)
- 1 DVD and digital file

## Additional Items

### Inclement Weather Back-up

\$750

### Onsite Management Fee

\$75/hr

### Cleaning Fee (refundable)

\$200

AMAZING VENUE.  
THERE WERE NO  
WORDS TO FULLY  
EXPRESS MY  
GRATITUDE TO ALL  
THOSE AT THE  
CHURCH. THANK YOU  
FOR MAKING MY DAY  
SO SPECIAL!  
-CAMARAN ROBERTS  
DECEMBER 2017



Photo Credit: Megan Canfield

## Contact Information

Wedding Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Set-up/Decoration Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Reception Time: \_\_\_\_\_ Reception End Time: \_\_\_\_\_

Meeting with Clergy Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: (B) \_\_\_\_\_

(G) \_\_\_\_\_

Email: (B) \_\_\_\_\_

(G) \_\_\_\_\_

Wedding Planner: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Credit Card

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV \_\_\_\_\_

## Notes

## Wedding Venue Agreement

Agreement made on , \_\_\_\_\_ 2018 , by and between Aspen Chapel and \_\_\_\_\_, referred to as "Client". Client agrees to hire and Aspen Chapel agrees to make available the use of the Aspen Chapel located at 77 Meadowood Dr. Aspen, CO 81611 with the following terms and conditions.

### Your Wedding

This contract is for up to \_\_\_\_\_ guests attending your wedding (including your wedding party) at the rate of \_\_\_\_\_.

- Includes up to 225 chairs arranged
- Includes the use of Aspen Chapel furnishings (i.e. wood cross, altar, podium, candelabras)

### Maximum Occupancy

Maximum Sanctuary Occupancy=300

Maximum Sanctuary Seated=225 (using Aspen Chapel chairs/300 with traditional wedding chairs)

Maximum Gallery Occupancy=300

Maximum Garden Occupancy=150

## Terms and Conditions

### Deposit Fee

A signed contract and date-hold deposit of \$250 must be received to reserve your date(s) and time(s). This is nonrefundable unless Aspen Chapel is forced to cancel and the full deposit will be refunded. The Balance of your space rental fee is due thirty (30) days prior to your event.

### Rental Period and Event Hours

The Aspen Chapel is available for rent for weddings and special events. The hire of the premises does not entitle the Client to use or enter the premises at any time other than the specific hours stated in the application, unless prior arrangements have been made with the Aspen Chapel. The Officers of the Chapel reserve the right to enter the premises at all times and put a stop to any entertainment or meeting not properly conducted.

### Additional Time for Set-up. Room Decorating, Vendors, etc.

If the renter or its vendors need additional time for set up, room decorating, etc. the Client may ask for access to the Chapel beyond the contracted hours for an additional charge. Additional setup hours must be contiguous with event hours, i.e. additional set-up or breakdown time is only available for the hours immediately before or after the event and at Aspen Chapel's discretion. You must request this time in writing at least thirty days prior to your event. Additional set-up and breakdown time will be billed at the rate of one hundred and fifty dollars (\$150.00) per hour or a portion thereof.

### Decor and Use Restrictions

Aspen Chapel wants to make your event special and a welcome experience. Therefore, every effort will be made to allow Client to prepare decorations reflecting their creative requirements. We ask that only the staff of Aspen Chapel assist with rearranging or moving any furnishings, including artwork, lighting, and seating. No nails, screws, staples or penetrating items should be used on our walls or wood work. Any tape or gummed backing materials must be properly removed and in case of any wall damage, the card on file will be charged. The use of raw rice, confetti, glitter, smoke and bubble machines is prohibited. Use of such materials will result in a deduction from the security deposit.

## Terms and Conditions Continued

### Onsite Management Fee

An Aspen Chapel appointed on-site manager is required for all weddings held outside regular operating hours (Mon-Thurs, 9am-4pm), unless Aspen Chapel Clergy or Aspen Chapel Music Director services are rendered. The onsite manager is also available to answer questions regarding audio/visual equipment, lighting, and furnishings available for use. The on-site manager is not responsible for setup beyond arranging chairs and moving Aspen Chapel furnishings. A fee of \$75 per hour will be charged to the card on file.

### Catering, Cleaning, Trash and Equipment Removal

Aspen Chapel will be in a clean condition prior to your event. Upon additional planning with Aspen Chapel, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found. All trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment and or decorations must be removed promptly unless approved otherwise by Aspen Chapel. A cleaning fee of \$200 will be assessed to the credit card on file if the space is not left in the same clean condition in which it was rented.

### Audio/Visual

Client is responsible for all damage to Equipment from any cause whatsoever incurred while in possession of Equipment. Users shall not interfere with any electrical or audio installations.

### Smoke Free Facility

Aspen Chapel is a smoke-free facility. There is absolutely no smoking of any kind allowed on premises.

### Lost and Found

Aspen Chapel takes no responsibility for personal effects and possession left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

### Liability

The Aspen Chapel is not responsible for lost or damaged personal property of the renters. Additionally, the Aspen Chapel is not responsible for personal injuries that may occur while on the premises.

### Inclement Weather Back-Up

If you are planning an outdoor wedding away from the Chapel, you may reserve the Chapel as a backup in case of inclement weather. If the Chapel is used as the location for your wedding, the backup fee will be credited toward the total cost.

Responsible Party Name: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_



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