

Wellesley College

Wedding Policy and Information Booklet



Wedding Policies and Information

Phone: Yolanda Tong (781) 283-2615 or

Email: ceremonies@wellesley.edu

A warm and special congratulations on your upcoming marriage! Thank you for considering Wellesley College for your wedding.

Ceremonies at Wellesley College can be booked in:

- Houghton Chapel
- The Multifaith Center
- The Alumnae Hall Event Lawn

These venues are available for use by:

- Wellesley College community members (including faculty, staff, students, and alumnae and their immediate family)
- Those who are not affiliated with Wellesley College

We welcome couples of all sexualities and gender identities to be married at Wellesley College.

Our summer wedding season generally takes place between **mid-June to mid-August**. Weddings may be booked at other times throughout the year. However, note that College events may preclude dates being available. Please contact the Event Coordinator to review dates. Reservations and arrangements for all ceremonies are made directly through the Office of Religious and Spiritual Life.

We provide the Event Coordinator:

- leading up to and for the day of the ceremony
- to provide logistical assistance and hospitality
- for questions about set up, structure, space and behind the scenes needs
- to work with your vendors for the space
- to work with a guest officiant and make him/her comfortable with the space

By contacting the Coordinator, we can help you begin to plan your arrangements. Please set up a meeting in person or a walk-through of the event venues to review possible arrangements.



Venues

Houghton Chapel

Houghton Chapel sits at the center of the Wellesley College campus. The Chapel is used for weekly worship as well as for musical and educational events.

The Chapel standard set-up is as follows:

- 20 chairs set up in a semi circle in front of the altar, behind which are 380 chairs in straight rows with a 90 foot center aisle
- A large wooden 6 foot altar table located on the floor in the center
- A Grand Piano on the floor to the right of the stage
- A Fisk Organ located to the rear of the Chapel
- A medium size wooden podium with one microphone or a small wooden podium with no microphone is available for use
- A lavalier microphone or cordless microphone is available for use
- A non-standard set-up at additional cost may seat up to 750 people
- A reminder there is no air conditioning in the Chapel

The Multifaith Center

Opened in the fall of 2008, the Multifaith Center offers a spiritual environment for people of all religious traditions and spiritual practices. The Multifaith Center is available for ceremonies and small receptions.

The worship space in the main room will seat up to 150 people. The gathering area accommodates up to 100 people with sofas, standing room, and/or additional chairs.

A reminder there is no air conditioning in the Multifaith Center.

Alumnae Hall Lakeside Event Lawn

The Alumnae Hall Event Lawn is a multi-purpose, outdoor space located between the Boathouse and Alumnae Hall. Renters of the space must supply their own chairs and/or equipment needed for their ceremony, including a generator if needed, as electrical outlets are not available for use. Please note that the Event Lawn will fit approximately 750 people. The Houghton Chapel/Multifaith Center must also be booked when reserving the Event Lawn space, as a rain location. There is no additional charge for the rain location.



Reservation Policy

In order to provide each couple and their guests a quality experience, please note that our **primary wedding season is during the non academic year**. Weddings, however, may be booked during the academic year if they do not conflict with scheduled campus events.

Reservation Contract

- **A non-refundable deposit of 50% is required to confirm the date and time of the ceremony and for your reservation to be processed**
- Please complete all the information on your [Reservation Contract](#)
- If you do not have details, please indicate “to be determined” on the paperwork and contact us at a later date once you know
- The remaining full payment and the completed Reservation Contract are due three months prior to the date of your ceremony
- **Your signature verifies that you have read and agreed to all policies as set forth by Wellesley College.**
- Request for Guest Officiant (if applicable) [form](#) only needs to be returned if you are using a guest chaplain/public official.

Cancellation

Weddings canceled more than three months before the wedding date will receive a full refund less the non-refundable deposit. Weddings canceled less than three months before the wedding date will receive **NO** refund. All cancellations must be received in writing in order to receive any refund.

Reception

2023 update - the College Club is currently OFF-LINE and NOT available for the foreseeable future.

Space for an alternate on-campus reception is available at the Wellesley College Club. Reservations for space at the [Wellesley College Club](#) must be made directly with them by calling (781) 283-2700. Note that pricing is separate from the Office of Religious and Spiritual Life venues.

Please note that reserving the Houghton Chapel, Multifaith Center or Alumnae Hall Event Lawn **DOES NOT** also reserve the Wellesley College Club. For example, if you have reserved the Chapel, you must contact the Wellesley College Club directly to reserve space for the reception.

Space for small receptions is allowed in the Multifaith Center and on the Event Lawn.



Fee Schedule

Fees for Wellesley College Affiliate

Houghton Chapel (capacity 750)	\$2,000
Multifaith Center (capacity 150)	\$1,500
Alumnae Hall Event Lawn (capacity 750)	
Ceremony	\$2,500
Reception (additional fee from ceremony)	\$2,500

Fees for Non-Wellesley College Affiliate

Houghton Chapel (capacity 750)	\$3,000
Multifaith Center (capacity 150)	\$2,500
Alumnae Hall Event Lawn (capacity 750)	
Ceremony	\$3,500
Reception (additional fee from ceremony)	\$3,500

Fee includes the space rental for a 1-hour rehearsal time and a 3-hour allotted ceremony time and the services of the Coordinator and custodial.

Additional Fees

- Multifaith Center or Chapel Lawn Reception Area Rental in conjunction with a Chapel ceremony - \$1,000 for up to 3 hours or \$1,500 for up to 6 hours
 - Additional hours or a function beyond the ceremony (i.e. reception, brunches, etc.)
- Multifaith Center Kitchen Rental - \$300 per event for food preparation
 - A fridge, oven, sink and microwave are available
- Piano tuning - \$175
 - Optional, per request and arranged by the Coordinator
- Audio Visual Services - cost to be determined based on needs and time
 - Optional, per request for usage of some technical equipment
- Custodial or Grounds Fees - cost to be determined based on additional needs
 - Note that a non-standard setup and rentals which go over the allotted 3-hour ceremony time may be charged additional Custodial Fees
- Holiday Fees - cost to be determined based on holiday use and personnel needed



Additional Policies

Custodial Services

Wellesley College Custodial Services will open the chapel and be on duty for a half hour before your scheduled rehearsal and one hour prior to your scheduled ceremony. Custodial Services will be on duty for standard breakdown following the ceremony. The facility fee listed above includes a standard setup and breakdown by custodial services. Any non-standard setups will be subject to an additional fee which will be discussed and confirmed with the renter prior to the date of ceremony. Additional custodial fees may be charged for time over the allotted 3-hour ceremony time.

Non-Standard SetUp

Additional fees may occur for a non-standard setup in the Chapel (i.e. additional chairs placement, special placement of the chairs, or removal or replacement of other Chapel items). These special requests may require additional technicians and custodial staff to be on duty overtime, on average ranging between \$250 to \$500. Additional fees will be discussed and confirmed with the renter prior to the date of ceremony. Any special setup will require **notice at least 4 weeks prior to the ceremony**, to ensure the proper work order can be placed and completed.

The Officiant

Renters having their ceremonies at Wellesley College may arrange for outside clergy or other authorized persons to perform services. Outside clergy or other authorized persons performing the ceremony must be approved by the Office of Religious and Spiritual Life. You must make your own financial arrangements with your Officiant. Fees should be paid in full prior to the ceremony.

Members of the Wellesley College Office of Religious and Spiritual Life may also be available to preside at ceremonies as their schedule permits. The fee is \$500-750 for preparation and officiating of the ceremony. Financial arrangements should be made directly with the Officiant. To inquire about the availability of Chaplains, please contact the Coordinator.

Alcohol Policy

Only licensed caterers are allowed to serve alcohol on Campus and only in approved venues (Alumnae Hall Event Lawn and the Wellesley College Club). Wellesley College policy states that personal use or open containers of alcohol are strictly prohibited on the Campus, regardless of the venue on Campus. Alcohol is not allowed in the Chapel.

Food Policy

Food is not allowed in the Chapel area. Food is allowed in the Multifaith Center Reception Room, which may be rented for an additional fee for additional hours or for a function beyond the ceremony.



Florist Policy

You must make your own arrangements for flowers to be placed in the Chapel, Multifaith Center or Alumnae Hall Event Lawn. Depending on the Chapel schedule, your florist may deliver flowers **one hour prior** to your ceremony. Arrangements can be made via the Coordinator.

Flowers may be placed on the worship table, provided the wood is protected, or on standing holders, which must be supplied by your florist. You are responsible for removing all flowers and arrangements from the venue after the ceremony as a courtesy to other events scheduled.

Music Policy

The clergy person who is officiating at your ceremony must approve all musical selections to be performed.

Chapel Organ - courtesy and professional etiquette require that the Wellesley College Organist (or their designate) play at all ceremonies that use the organ. The services of the Organist do not automatically come with booking a ceremony and require a professional fee. You must contact the Organist about playing for your ceremony at least **six months in advance**.

Chapel Grand Piano - due to the value of the instrument, any guest musician who will play the piano must be approved at least **three months in advance**.

You must make your own financial arrangements with the Organist or musician(s). The musician fees should be paid in full prior to the ceremony. Planning of service music can be handled via telephone or email. For services involving several soloists or a complicated liturgy, a personal consultation is advised. The Organist may also be able to help engage the services of an instrumentalist or vocalist, or to work with a soloist of your choosing. Rehearsal time must be planned around the schedule of the Organist and availability of the space, and may be subject to additional custodial fees. Please contact the Coordinator for any rehearsal times.

There is one small microphone attached to the podium, available for use in the Houghton Chapel. For additional needs for microphones and speakers, please see the Preferred Vendors list.

Rain Policy for the Event Lawn

Reservation of the Alumnae Hall Event Lawn also requires the Houghton Chapel/Multifaith Center to be booked in the event of rain. There is **NO** fee for this rain backup location. Notice for use of the Chapel or Multifaith Center as a rain location must be provided at least **48 hours in advance** of the ceremony.



Preferred Vendors

The following vendors listed below are vendors preferred by the Office of Religious and Spiritual Life.

Florists

- Posies of Wellesley
Address: 158 E Central Street, Natick, MA 01760
Phone: 781.237.9669
Website: <http://www.posiesofwellesley.com/>
- Winston Flowers
Address: 31 Central Street, Wellesley, MA 02481
Phone: 800.457.4901
Website: <https://www.winstonflowers.com/>
- Roche Bros.
Address: 184 Linden Street, Wellesley, MA 02481
Phone: 781.237.2115

Musicians for the Fisk Organ

- Erica Johnson (Wellesley College Organist)
Email: ej100@wellesley.edu
- John Finney (organist of Wellesley Hills Congregation Church and Artist in Residence at Boston College)
Phone: 508.652.9938 Email: finneyj@bc.edu
- David Carrier (organist of Wellesley Village Congregational Church and director of the Newton Choral Society)
Phone: 617.323.0520 Email: carrierdr@gmail.com
- Jennifer McPherson (Organ Scholar at College of the Holy Cross and Boston organist)
Phone: 207.475.2456 Email: jmmcph13@g.holycross.edu

Musicians for the Piano

- Fred MacArthur
Phone: 978.609.4302 Email: fredorganist@yahoo.com
- Aaron Rosenthal
Phone: 617.710.3750 Email: rosenthalmusic@mac.com

Microphones & Speakers

- Mark Okun
Phone: 617.584.2777 Email: okunsound@hotmail.com



Parking and Directions

The College address is **106 Central Street, Wellesley, MA, 02481**. It is at the intersection of Route 16 and Route 135.

Parking

Parking is in the **Davis Parking Facility**, accessible from Route 135.

During weekends, evenings and summer months, parking is available in the **Founders Lot**, adjacent to Houghton Chapel. If additional space is needed, please use the Davis Parking Facility. Please remind your guests that their cars must be moved from the parking facilities immediately following your rehearsal and ceremony to accommodate the next scheduled event.

Directions

Please see the following website for full instructions on how to get to Wellesley College:
<http://www.wellesley.edu/about/visit/directionsmaps>



Wedding Reminders

6-12 Months Before Wedding

- Contact the Wedding Coordinator at Wellesley for dates of availability for both the wedding and the rehearsal.
- Once the contract has been signed, mail all necessary paperwork back to the Office of Religious and Spiritual Life with a 50% non-refundable deposit to secure the venue. Please make check payable to “Wellesley College” and mail to:

Attn: Yolanda Tong
Office of Religious and Spiritual Life
Wellesley College
106 Central Street
Wellesley, MA 02481

- Secure Clergy. Please discuss payment with Clergy separate from Wellesley College.
- Secure Reception Venue.
- Secure other Vendors: Florist, Photographer, Videographer, and Musician(s).

3-4 Months Before Wedding

- Contact the Wedding Coordinator at Wellesley to schedule a walk-through of the venue and to review any questions you may have. (optional)
- Mail in the remaining 50% deposit check for payment to secure the venue at Wellesley College.

1 Month Before Wedding

- Be sure to obtain your Marriage License.

Two Weeks Before Wedding

- Contact the Wedding Coordinator at Wellesley to review everything for your rehearsal/wedding day.
- Contact all outside Vendors and Clergy to confirm the time of arrival at the venue on the day of your wedding.

Day of Rehearsal

- Bring your marriage license with you to the rehearsal and give it to the Officiant.

