

## **Policies and Guidelines for Weddings.**

### Chapel Reservations:

The enclosed reservation form must be filled out and returned with a check for \$600.00 made out to PEQUOT CHAPEL.

Only when the form and check and contract are received will the reservation be confirmed.

Only \$450.00 will be refunded in the event of a cancellation (see contract).

Chapel capacity: 250 persons.

### Officiating Clergy:

Only ordained clergy are permitted to perform marriages at the chapel. It is customary to give the minister a fee for services rendered and it is suggested that this be done at the time of the rehearsal or earlier.

### Organist:

The Chapel has several excellent organists who play regularly at its Summer Sunday services. It also has several others "on call". To obtain a qualified organist for your Wedding, contact the Chairman of the Music Committee, Steve Lattanzi, at [s.c.lattanzi@gmail.com](mailto:s.c.lattanzi@gmail.com). He is also available to help you locate other musicians, such as a trumpeter or a soloist. Qualified guest organists, known to you, are welcome; however the Pequot Chapel organ is a complex instrument, and any such organist must be or have been approved as properly qualified by Mr. Powers. Having an organist is not required; other types of appropriate music may be used. All wedding musicians are "independent contractors" and set their own fees; which should be paid, as mutually agreed, no later than the time of the rehearsal.

### General Regulations:

Be on time for the rehearsal. The bride and her wedding party should be at the Chapel at least five minutes before the scheduled rehearsal time. The wedding must start promptly; this is especially true if another wedding is scheduled to follow yours.

Flowers: Flowers can be delivered to the Chapel on the morning of the wedding provided there is not a wedding preceding your wedding. Many florists have keys to enter the building; however, if your florist does not have a key, please contact Mrs. Peterson (860-442-7338) or anyone else on the list of names below for entry.

Runners: not permitted at the chapel.

Pew bows: Must be tied on. The use of florist tape or plastic clip-on holders is not allowed.

Candles: Candles are allowed on the altar only, by order of the Fire Marshall. The chapel provides the altar candles.

Parking: Ushers must keep parking spaces in front of the Chapel open for the bridal party; neighboring driveways must be kept clear of vehicles.

Wedding kneeler: There is an especially designed wedding kneeler available for use.

Bird seed: The use of bird seed is permitted. Confetti and rice are not allowed.

Proper attire: All members of the wedding party and their friends are expected to come dressed appropriately for the rehearsal. Skimpy attire, bathing suits and bare feet are not acceptable.

As the Chapel is a place of worship, the Board of Trustees expects all members of the wedding party and their guests to show reverence and good decorum at the rehearsal as well as the service.

Thank you for helping to maintain our standards.

Elizabeth Baird (Ms. William Baird)  
Presiding Officer  
860-442-1000

If you have any changes in plans or questions, please call:

Mrs. Marilyn Percy, 14 New Shore Road, Waterford, CT 06385  
(860) 443-5810

Mrs. Reid Burdick, 36 Jerome Road, New London, CT 06320  
(860) 443-4236

Ms. Joy Stafford Merrill, 40 Rear New Shore Road, Waterford, Ct. 06385