

Manning Chapel Wedding Reservation Form

Office of the Chaplains and Religious Life

Box 1931

Brown University

Providence, RI 02912

401-863-2344



Instructions

Please download and print out this reservation form. Print clearly and complete it in full before returning it with your reservation fee to the address at the top of this page. Mark "Weddings" clearly on the envelope, and make your check payable to Brown University. If you have questions about the availability of the chapel on your wedding day, please reach out to ocrl@brown.edu.

Proposed date of your wedding	Time
Proposed date of your rehearsal	Time

Wedding Couple Information

Name 1	Name 2
Address	Address
Telephone	Telephone
E-Mail	E-Mail

Which of you will be the primary contact with the Office of the Chaplains? _____

Name, phone number and e-mail for point person on the day of the ceremony:

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Full name, title, address, phone number and e-mail of officiant. It is the couple's responsibility to arrange for clergy or officiant, as well as his/her honorarium.

Will this be a Roman Catholic Wedding? Yes___ No___

If yes, please contact Fr. Edmund McCullough, Associate Chaplain of the University for the Catholic Community at edmundmccullough@brown.edu as soon as possible.

Your Affiliation with Brown (please check one)

- Brown University Undergraduate, Graduate or Medical Student (Chapel Fee \$350)
- Brown University Faculty/Staff/Alumni or Immediate Family (Chapel Fee \$600)
- No Affiliation with Brown University (Chapel Fee \$1500)

If you are immediate family of University Faculty, Staff or Alumni, please name that person and his/her department.

Estimated Guest Count _____

Will you need a chair lift for elderly or disabled guests? Yes___ No___

Will you be using an organist at your wedding ceremony? Yes___ No___

If so, it will be your responsibility to consult with University Organist Mark Steinbach. Please contact him at mark_steinbach@brown.edu for permission to use the "organ bench" or to request his services. Mark "Request for Wedding" and the date of your ceremony in the subject line of your e-mail.

Your address after the wedding ceremony:

Signature _____ Date _____