

Smith Memorial Chapel Weddings

Congratulations on your upcoming wedding! Simpson College Smith Memorial Chapel would love to help make your day a special one. Our beautiful chapel is available to rent for students, employees, Alumni, and to the public. All religions and same-sex couples are welcome to marry here.



The Chapel

- The main Chapel seats 350 people comfortably with 18 pews on the right side and 19 pews on the left side.
- High arch wooden beams, colorful stained-glass windows, stone floor aisle, and brick walls in brown neutrals.
- Air-conditioned sanctuary and on-site water fountain
- Wheelchair ramp access to the main door of the chapel.
- A lounge off the women's restroom downstairs for dressing room. Men can use the men's restroom or one of the classrooms.
- Candle rental (optional).
- Reuter organ, a parlor grand piano, and a Yamaha keyboard are available for musicians. Please see musician section for referrals.
- Audio/Visual capabilities such as microphones, auxiliary connection for iPod/mp3 players, and one projector screen.
- Smoke-free campus

Chapel Fees

<u>Smith Chapel Rooms</u>	<u>Simpson Student /Employee</u>	<u>Simpson Alumni</u>	<u>Regular Fee</u>
Chapel Sanctuary	\$450	\$600	\$750
Dirlam Lounge	\$160	\$160	\$160

Chapel fees include a student wedding staff for your rehearsal and wedding service, the sanctuary for an hour and a half for rehearsal and five hours for the wedding ceremony. It also includes the organ/piano, sound system, and dressing rooms. Additional time may be requested at \$50.00 per hour.

Please note the fees do not include honorariums for organist, musicians, officiating clergy, and other hired personnel the wedding party hires for services.



Chapel Staff Assistant

Smith Memorial Chapel provides a student wedding staff who will be present during your rehearsal and wedding to assure smooth operation of the building and equipment. This individual will be available to answer questions related to the building usage, set up and operate the Chapel sound equipment for the rehearsal and wedding.

Smith Chapel Wedding Regulations & Policies

Cancellation/ date change policy

Cancellations more than 12 months prior to the reserved date will be refunded 100 percent of the prepaid fee.

Cancellations 12 to 6 months prior to the reserved date will be refunded 50 percent of the prepaid fee.

Cancellations less than six months prior to the reserved date will not receive any refund.

There will be a \$100 fee for changing reservations within 12 months of the reserved date. Changes made more than 12 months prior to the date will not be charged.

A written request is required for all cancellations and date changes. The date of cancellation is final by the date written documentation is received in the chapel office.

Catering and Alcohol

Catering in Smith Chapel is through Sodexo Catering. If you would like to order catering services, please contact Sodexo Catering Manager, Paul Clark, at either paul.clark@simpson.edu or 961-1282. Visit their website for their menu: <https://simpsoncatering.catertrax.com/>.

In keeping with Simpson College policies, alcoholic beverages are not permitted in the building. The wedding assistant is required to contact Security to dismiss participants if alcohol is seen on the campus grounds.

We are also a smoke-free campus, please be aware those wanting to smoke will be asked to go off campus property.

Decorations

The chapel has a beautiful stone floor aisle therefore we do not suggest using aisle runners as it would be slippery. Flower petals are acceptable as long as the materials are picked up after the ceremony.

Please do not place decorations on the musical instruments and kindly refrain from altering existing sanctuary doors.

Outside the Chapel building bubbles, birdseed and flower petals are acceptable with the understanding all materials will be picked up by your party. Please no rice, balloons, or sparklers.

Following the wedding ceremony, it is the responsibility of the wedding couple (or their designated persons) to remove all decorations from the Chapel within one hour of the end of the wedding ceremony, as the sanctuary will need to be ready for other events such as worship services.

We have five-foot tables available for a guestbook table in the atrium of the chapel. There is no additional cost to use a table and you can decorate the table with your own linens and décor items.



Candles

Smith Memorial Chapel has a wonderful selection of real-flame candles to enhance your wedding atmosphere. With your rental, the Chapel staff will make sure that the candles you rent are properly set out and put away on your wedding day. Any decorations for the candle sets must be approved by the Chapel Office Assistant to ensure they won't catch on fire. Set up and tear down of all decorations on the candles will be the responsibility of the wedding couple/party. All fees include time to set-up, prep and put away your candle choices in the chapel.

OPTIONS:



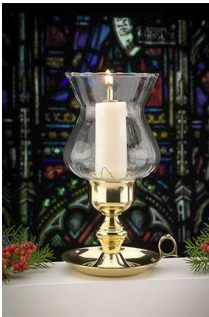
A ~Unity Candle

\$25



B ~Pew Candles

\$115 for 18 pew candles



C ~Window Candles

\$75 for 10 window candles



D ~ Floor Candles

\$50 for the pair



E ~ Altar Candles

\$50 for the pair



F ~ Candelabra

\$35 for the pair

Candle rental option B & C: \$165 for all window and pew candles.

Candle rental option D & E: \$75 for both pairs. *If you choose this option, the candelabras would be unavailable.



Officiating Clergy & Counseling

Officiants of all faiths are welcome to perform weddings in Smith Memorial Chapel. It is the responsibility of the wedding couple to make these arrangements as well as arranging pre-marriage counseling if that is a wish of the couple before marrying. Please note we do not provide officiants nor pre-marriage counseling.

Here is a referral list to help you get started.

<p>Action Talent Group Tom Woldt Officiants, Musicians, & other Talent Services twoldt@actiontalent.net 515-443-4409</p>	<p>Rev. Kathy Harrington-Taber Jordan UMC Clergy kharringtontaber@gmail.com 515-724-2551</p>
<p>Rev. Andrea Severson Clive UM clergy aseverson@dmpcc.org 515-778-2215</p>	<p>Rev. Medea Saunders Center Chapel Indianola revmudd@gmail.com 515-991-3867</p>
<p>Rev. Amy Johnson Milo UM clergy 712-350-0994 (cell)</p>	<p>Pastor David Endriss Trinity United Presbyterian revendriss@dwx.com 515-961-6231</p>
<p>Father Christ Fontanini St. Thomas Aquinas (Indianola) 515-961-3026</p>	<p>Father Robert Harris All Saints Catholic Church (Des Moines) 515-265-5001</p>

Music for your wedding

Smith Memorial Chapel is equipped with a Reuter organ, a parlor grand piano, and a Yamaha keyboard. We do have an exclusive organist for our Reuter organ. Our staff assistant will set up and run the sound board in Smith Chapel and will work with musicians for sound connections. We also have a cd player and auxiliary connections for MP3 players such as iPods or iPads in case you are not planning to hire musicians.

Here is a list of musician referrals to help you get started:

<p>College Organist Carl Gravander 515-243-8873 (cell) cgravander@plymouthchurch.com *Must be contacted for organ use at Smith Chapel</p>	<p>Classical Guitarist & Other Instruments Aaron Powell '99 515-729-4900 powellguitar@gmail.com Website: www.powellguitar.com</p>
<p>Violinist or String Quartet Linda Benoit 515-961-2845</p>	<p>Brass Instrumentalist and Jazz Band John Benoit 515-961-2845</p>



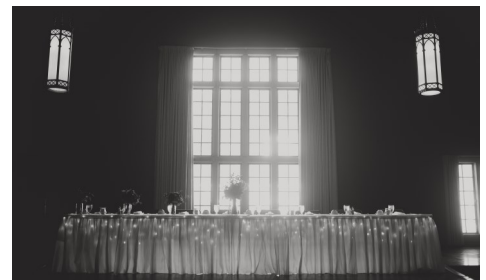
Receptions at Simpson College

Have your reception at Simpson College also! One of our three venues will be a perfect location to end your perfect day. For inquiries about these venue spaces please contact Director of Conferences and Special Events, Marilyn Johnson, at either marilyn.johnson@simpson.edu or 961-1428.

- **Hubbell Hall:** Located on second floor of the Kent Campus Center, Hubbell Hall seats 350 people banquet style. Hubbell Hall can be divided into two smaller rooms.



- **Great Hall:** Located on the second floor of Pfeiffer Dining Hall, Great Hall can accommodate 285 people banquet style.



- **Principal Black Box:** Located in the Kent Campus Center, the Principal Black Box can accommodate 280 people banquet style.





Disclaimer

Simpson College assumes no responsibility for loss, theft, or personal injury. Gifts and valuables should be removed from the building within one hour following the ceremony. Members of the wedding party may place their valuables and purses in the locked dressing room during the ceremony upon request. Simpson College is not responsible for any damages resulting from participant utilization of the facilities and services provided by the college. Renters will reimburse the college for all damages to facilities and services of the college resulting from the use of those facilities and services by the renter and/or its participants. In addition, the terms and conditions of this agreement do not require the college to relinquish its control of its facilities and services to the renter. The college retains the right to require renter, or any of their participants, to leave the college premises if the college feels that circumstances require it. The renter agrees that all participants are under the direct and complete supervision and control of the renter. As such, the renter is liable for supervision and control of their participants.

The Smith Memorial Chapel staff is eager to help make your wedding day a special one.
We wish to thank you for choosing Simpson College and Smith Memorial Chapel.
May God bless you as you plan your wedding and in the days to follow.

For more information about weddings at Smith Memorial Chapel,
contact the Chapel Office Assistant at either (515) 961-1610 or weddings@simpson.edu

Congratulations and Happy Planning!

