

# The Chapel of Four Chaplains

1201 Constitution Avenue  
The Navy Yard - Bldg. 649  
Philadelphia, PA 19112

Tel 215-218-1943

## Use of the Facilities Information



Please complete the application and mail it in the reply envelope. Feel free to contact us with any questions.

Upon acceptance by The Chapel of Four Chaplains, a copy of the application will be returned to you.

### **Regulations**

- No food or drinks are permitted inside the Chapel.
- Flowers should be delivered on a weekday.
- The Chapel is available for rehearsals. Rehearsals are included in wedding fees.
- A guest list is required one week prior to the wedding date.
- Decorations for your wedding are welcomed, but please do not tack ribbons or other decorations to the walls or pews.

### **Fees**

- \$300 Non-Refundable deposit due when booking.
- The balance due is required no more than two weeks prior to event.
- The Chaplain fees are due when indicated by Chaplain.



**THE CHAPEL OF FOUR CHAPLAINS**

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(215) 218-1943  
[www.fourchaplains.org](http://www.fourchaplains.org)

**APPLICATION FOR USE OF FACILITIES - 2017**

**(Please Print)**

1) Name: \_\_\_\_\_

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

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

2) Date of Function: \_\_\_\_\_ Time: \_\_\_\_\_

3) Estimated Attendance: \_\_\_\_\_ Date/Time of Wedding Rehearsal: \_\_\_\_\_

4) Extraordinary pre-arrangements needed: \_\_\_\_\_

5) Type of Function/Fees: (Please check one) **Checks payable to The Chapel of Four Chaplains.**

- Wedding Ceremony \$1,000.00** \_\_\_\_\_
- Meeting/Seminar \$ 550.00** \_\_\_\_\_
- Religious Ceremony \$ 550.00** \_\_\_\_\_
- Memorial Service \$ 500.00** \_\_\_\_\_
- Chaplain \*\* \$ 300.00** \_\_\_\_\_

A non-refundable deposit of \$300.00 is required with the completed application. This fee will be applied to the total amount due. Balance will be due two weeks prior to event day.

Please indicate if you have a denominational preference for the Chaplain: \_\_\_\_\_

Upon acceptance of our request by The Chapel of Four Chaplains (Chapel), we agree to the following:

Liability: I/We \_\_\_\_\_ shall indemnify, defend and hold harmless the Chapel from and against any claim, demand, action, penalty, suit or liability (including cost of defense, settlement and reasonable attorney’s fees) that the Chapel may incur or become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, or any violation of government laws, regulations or orders to the extent they are caused or alleged to be caused as a direct or indirect result of this function at these facilities.

Damages: I/We \_\_\_\_\_ shall assume responsibility for the repair of any damages to the physical property of the Chapel resulting from improper or careless use of said property by all in attendance at this function.

**Contact Person**

**The Chapel of Four Chaplains**

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**\*\* Chaplain fees are subject to change at any time.**