



The Chapel of Saint Andrew

A Wedding Chapel Open to All

3900 Jog Road
 Boca Raton, FL 33434
 (561) 210-2700



Wedding Information

Thank you for your interest in celebrating your wedding at the beautiful Chapel of Saint Andrew, on the picturesque campus of Saint Andrew's School. We have several locations, each with their own unique features, in which to hold your wedding.

Although the Chapel of Saint Andrew is an Episcopal church, our Wedding Chapel is open and available to all faith communities. If you would like to have an Episcopal Service, and you are a member of The Chapel, you can make arrangements with our priest, Rev. Charles Browning. If you would like to have your wedding celebrated by an officiant of your own choosing, that is perfectly acceptable. Our fee schedule below reflects the use of the facilities only. The bride will negotiate an honorarium with the celebrant personally. All music arrangements for weddings in either of our chapels are made through the Music Director, Janet Daniels (see Music, p. 3). All costs not listed in this packet are the responsibility of the contracting party.

50% of the fee for any venue will be required at the time you sign a contract and book the wedding. The remainder shall be paid in full 30 days prior to the event.

WEDDING & RECEPTION FEES	
Fees include venue only. You must bring in all vendors.	
Note: A Refundable Security Deposit of \$300 is required for all weddings and receptions.	
Venue	Fee
Wedding in Main Chapel Capacity: 500 persons	\$1,600
Wedding in Chapel of the Holy Family Capacity: 50 persons	\$800
Wedding in The Alumni Circle Capacity: 80 persons	\$1,000
Wedding on The Lakeside Lawn Capacity: Unlimited	\$1,000
Wedding in Parish Hall Capacity: 100 persons	\$1,000
Reception in Parish Hall	\$1,300
Reception in Chapel Courtyard	\$800
Reception on The Lakeside Lawn	\$1,000

CANCELLATION POLICY

Refund checks will be issued within 30 days of written notice of cancellation
or within 30 days following your event.

1. Cancellations made more than 90 days prior to the booked date will receive a full refund.
2. Cancellations made more than 60 days prior to the booked date will receive a full refund, less \$100.00.
3. Cancellations made 30 days or fewer prior to the booked date will cause forfeiture of deposits.

WEDDING TIMES

Weddings are 90 minutes in length. Rehearsals are one hour (held on Friday night prior).

Standard Wedding Times: Saturdays at 2:00 PM, 3:00 PM, or 4:00 PM

Sundays at 2:00 PM

Morning or Evening Wedding times to be negotiated.

Friday times are limited from August to May (due to school activities).

Note: The church will be available 2 hours prior to the event and 1/2 hour after.
Additional time can be added at \$50.00 per half hour.

BLACKOUT DATES

No weddings will be booked under any circumstances on:

Thanksgiving Day

Christmas Eve, Christmas Day

New Years Eve, New Years Day

Ash Wednesday

Holy Week and Easter Sunday

Graduation Ceremonies for Saint Andrews School (May)

FLOWERS (for weddings in Main Chapel)

The responsibility for the altar flowers belongs to the bride's family. You may use the florist of your choice. We require that two floral arrangements remain in the church for our Sunday services. Please speak to the wedding coordinator to discuss this requirement and different options for floral decorations. **No flowers are allowed on the altar table.** Bows or flowers may be placed on the ends of the pews and tulle draping may be used. The florist or family should make arrangements for removal of all flowers and decorations immediately following the wedding ceremony (other than the two (2) floral arrangements left for the Chapel service.)

REHEARSAL

A rehearsal will be required for weddings that include more than the bride, groom, best man and maid of honor. The clergy who will be officiating during the service is responsible for its direction. All participants including readers or those guests who will be bringing up communion gifts (optional) should plan on attending. The rehearsal will run from 45 minutes to an hour, depending on the size of the wedding party. **Please come prepared with typed plans for your ceremony, including names of the people in the wedding and their roles, order of processional, your readings, and music.** If you are using a program for the ceremony, please bring it to the rehearsal, along with the copies you will be having passed out on the wedding day. **Please be prompt to your rehearsal.** It is a courtesy that will be very much appreciated. We suggest that you tell your wedding party to be at the Chapel 1/2 hour before you plan to start. ****Rehearsals that extend beyond one hour may be asked to forfeit a portion of the deposit.***

MUSIC

Music is an important part of a wedding ceremony. Musical selection should reflect the dignity and meaning of the occasion. The Chapel Music Director, Mrs. Janet Daniels, coordinates the musical aspects of the ceremony and will receive an honorarium for her services. Arrangements for practice times in the Chapel must be made directly with her. She can be reached at 561-376-3521. The couple may, with the approval of Mrs. Daniels, make their own arrangements with an organist or musician of their choosing, or may opt for electronic music to be played from a smart phone or tablet through our sound system.

PHOTOGRAPHY AND VIDEOGRAPHY

At the Chapel of Saint Andrew, we consider the sacrament of marriage a worship service which should be in keeping with the respectful nature of our church setting. Photographers may photograph the processional and recessional from an appropriate distance which does not interfere with the view of your invited guests. No flash pictures are permitted during the actual service, as it is distracting for you and your guests. Please inform your photographer of this so that he/she can come prepared to utilize available lighting. The clergy will be happy to re-pose parts of the service immediately following the ceremony. Video cameras may be set up in the choir loft (balcony) on a tripod. No cameras or video equipment are permitted on the altar, in the forward sanctuary, or the sacristies.

VENDORS

Outside Wedding Consultants and other contractors must coordinate with the Chapel in advance of the wedding. Florists and decorators for weddings are allowed on the premises 2 hours prior to the wedding. The bride (or her representative) is responsible for contracts and payments with all vendors. Any damage done by any of these vendors or guests, or any missing property will be charged against the security deposit for the venue.

SECURITY DEPOSITS

All security deposits are refundable as per the terms of the contract (available at time of booking). All Rules, Regulations, and Requirements must be adhered to by ALL participants of the event. The bride will be held responsible for any and all infractions. ***The bride or her appointed representative shall be present at the end of the event to conduct an inspection to determine the status of the property (including bathrooms, bride's and groom's rooms, and the parking lot) and approve sign-off to insure expedient return of the deposit.*** Failure to leave property in order will affect refund. Refund checks will be issued within 30 days of the wedding. A representative of the Chapel will be on location to serve as a resource for the bride, to supervise the function, and to conduct the end-of-event inspection and sign-off.

***Note:** The Chapel does not take responsibility for any incident occurring after or during the event due to the **consumption of alcoholic beverages**. There will be an additional \$250.00 cleanup fee for any incident occurring anywhere on the property as a result of over-drinking.

***Note:** There is **no smoking** allowed on the property. Please make sure that your guests and vendors are aware of this.

MISCELLANEOUS

The State of Florida requires that the bride and groom receive a marriage license prior to the wedding ceremony. **The Chapel does not issue the marriage license.** This license is issued by the Clerk of the Circuit Court. Please bring the license with you to the rehearsal.

A runner may be used, however a sturdy type is recommended so that tearing does not occur during the processional or recessional. The length of the aisle is 79 feet from the steps up to the altar to the back of the church where the doors are located and 66 feet to the end of the pews.

The use of birdseed, rice, or confetti are not allowed. Bubbles, however, are a nice alternative.

We at The Chapel try very hard to make your wedding day a meaningful and beautiful experience. If you have any questions that have not been answered here, please feel free to contact one of the persons below.

Contact Information		
Nancy McKirchy Wedding Coordinator	nmckirchy@att.net	561-212-7218
Susan Bardisa Parish Administrator	susan@thechapelofsaintandrew.org	561-210-2700
Janet Daniels Chapel Music Director	janet.daniels@saintandrews.net	561-376-3521