



# The Chapel of Four Chaplains

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

Tel 215-218-1943 Fax 215-218-1949

Email: [chapel@fourchaplains.org](mailto:chapel@fourchaplains.org)



## Use of the Facilities Information

Please complete the application and either mail, email or fax the form to the Chapel. Feel free to contact us if you have any questions during the process.

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 without prior consent. Normally, light refreshments are allowed in the front foyer area but not in the main Chapel area.
- Flowers should be delivered on a weekday if possible.
- The Chapel is available for rehearsals. Rehearsals are included in your rental fee. We will allow one rehearsal up to three hours prior to your event. Additional rehearsals will be charged an hourly rate of \$50/hour to cover the cost of staff and utilities.
- An attendance count is required one week prior to your event. (Chapel Max: 300)
- Decorations for your event are allowed, but please do not move any Chapel items without prior permission. Also, please do not tape or tack decorations to the walls or pews. Decorations should be free standing or tied to existing structures. No decorations may be hung from our chandeliers.
- All decorations must be removed immediately after your event.
- The use of our microphone system is free. If outside microphones or amplifiers are used during the event, they must be prior approved, and cords cannot block aisles.
- The use of our piano and organ is free. If other instruments are brought into the Chapel, please remove them immediately after the event. We are not responsible for loss or damage.
- We do not have storage space for outside items. Our goal is to restore the Chapel to its original setup and use immediately after an event. So please make plans to cleanup immediately after your event.

### Fees

- **\$300 Non-Refundable deposit due for ALL Events when booking.**
- The balance due is required no more than two weeks prior to the event.
- The Chaplain or Organist/Piano fees are due at the event.



# APPLICATION FOR USE OF FACILITIES

(Please Type or Print)

- 1) **Name:** \_\_\_\_\_
- 2) **Address:** \_\_\_\_\_
- 3) **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_
- 4) **Date of (Non-Wedding) Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_
- 5) **Name of the Event** \_\_\_\_\_ **Type of Event** \_\_\_\_\_
- 6) **Date of Rehearsal(s)** \_\_\_\_\_
- 7) **Date of Wedding:** \_\_\_\_\_ **Time:** \_\_\_\_\_
- 8) **Date of Rehearsal:** \_\_\_\_\_ **Time:** \_\_\_\_\_
- 9) **Estimated Attendance:** \_\_\_\_\_
- 10) **Any other items/issues** we should be aware of to help you prepare your event/wedding:  
\_\_\_\_\_

## 11) FEES:

- |  |              |
|--|--------------|
| <input type="checkbox"/> <b>Non-Refundable Deposit/Administrative Fee</b>  | <b>\$300</b> |
| <input type="checkbox"/> Meeting/Seminar/Symposium/Retreat/Religious Service   | \$550        |
| <input type="checkbox"/> Memorial Service/Funeral (*Veterans Free)   | \$500        |
| <input type="checkbox"/> Wedding Ceremony/Chapel Usage (Includes Rehearsal)<br>*Veterans and Service Members ask us about Free or Reduced Rates. | \$1,000      |
| <input type="checkbox"/> Chaplain (If requested)   | \$300        |
| <input type="checkbox"/> Organist/Pianist (If requested)   | \$250        |

**A non-refundable deposit of \$300** is required with the completed application. It will reserve your date and cover our administrative fees which includes staffing your chapel visit(s), rehearsal and wedding. **This fee is separate from the Wedding Ceremony/Chapel Usage Fee noted above.**

**\*Make checks payable to The Chapel of Four Chaplains or you can pay by Credit Card by phone or in person.**

Please indicate if you have a denominational preference if requesting a Chaplain. \_\_\_\_\_

Upon our acceptance of your request The Chapel of Four Chaplains organization 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 this facility.

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

\_\_\_\_\_  
Contract Individual Signature/Title/Date

\_\_\_\_\_  
Chapel Representative Signature/Title/Date