



The Chapel of Four Chaplains

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

Tel: 215-218-1943

Fax: 215-218-1949

Email: chapel@fourchaplains.org

Use of the Facilities Information



Please complete the application and either mail, email, or fax it back to the chapel. 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. Please read our regulations before completing an application.

The Chapel of Four Chaplains Regulations & Guidelines

- No food or drinks are permitted inside the Chapel without prior consent. Normally, light refreshments are allowed in the front foyer area or outside 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 two hours prior to an event. Additional rehearsals or extended hours will be charged an hourly rate of \$250/hour to cover the cost of staff and utilities.
- An attendance count is required one week prior to your event. (Chapel Max: 250)
- Decorations for your event are allowed, but please do not move any chapel items without prior permission. Especially the Grand Piano. Also, please do not tape or tack decorations to the floors, walls, ceilings, or pews. Decorations should be free standing or tied to existing structures. No decorations can be hung from our chandeliers.
- Refrain from releasing balloons or throwing confetti or other items inside the chapel.
- All decorations must be removed immediately after your event and taken with you. We do not store items. Items left after the event will be donated to Goodwill or a similar organization.
- The use of our microphone system is free. If outside microphones or amplifiers are used during an event, they must be prior approved, and cords cannot block aisles.
- The use of the 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 their loss or damage.
- Our goal is to restore the chapel to its original setup immediately after the event. So please make plans to clean up and remove all your items after your event.
- The flags and Four Chaplains banner will not be removed for an event unless authorized by the executive director.
- We do not supply any staff to help with parking, monitoring gifts, ticket sales or any other items related to the event. Our staff will oversee the event and make sure the bathroom remains clean.
- Free parking is located on the street and parking lot across from the chapel.
- Note: Currently, we only have one bathroom so plan the length of your event accordingly.
- Finally, the Chapel of Four Chaplains is a historic building with a rich history, and we ask all our guests to respect the facility.

Fees

- \$300 Non-Refundable deposit due to hold a reservation.
- The balance due is required at least one week prior to the event.
- The chaplain or organist/piano fees are due the day of the event.
- Fees can be waived for small one-time events/meetings only by the executive director.
- We prefer small events to be held during the weekdays (M-F) and during office hours (8-4).
- Due to the current construction parking is limited. I would advise hosting events past 5:00 PM.
- Donations by individuals or sponsors of small events are appreciated to help with facility costs.
- All weekend events require a fee of at least \$300 to cover the cost of our staff, clean up and utilities.
- Since the Chapel of Four Chaplains honors Veterans, we do offer many free or reduced rates for the use of our facility. Please inquire before booking your event.



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www.fourchaplains.org

APPLICATION FOR USE OF FACILITIES - 2024

DUE TO THE CONSTRUCTION AROUND THE CHAPEL, WE ARE OFFERING A REDUCED RATE FOR EVENTS BOOKED AND PERFORMED BEFORE 31 DEC 2025.

(Please Print)

- 1) Name: _____
Address: _____
Phone: _____ Email: _____
- 2) Name and Type of Event: _____
- 3) Date of Wedding/Event: _____ Time: _____
- 4) Estimated Attendance: _____ Date/Time of Wedding/Event Rehearsal: _____
- 5) Extraordinary pre-arrangements needed: _____
- 6) Type of Function/Fees: (Please check one) **Checks payable to The Chapel of Four Chaplains.**

- Wedding Ceremony** \$ **500.00 - 1,250.00*** _____
- Concert** \$ **500.00*** _____
- Meeting/Seminar** \$ **300.00*** _____
- Religious Service** \$ **300.00*** _____
- Memorial Service** \$ **300.00*** _____
- Chaplain** \$ **300.00** _____
- Organist/Pianist** \$ **300.00** _____

***Based on 2 hours of use. Additional fee \$250/hour**

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 the event day.

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

Upon acceptance of your facility request by The Chapel of Four Chaplains you 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 damage 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