

# SMITH MEMORIAL CHAPEL

PLEASE COMPLETE AND RETURN IMMEDIATELY WITH PAYMENT

to confirm wedding arrangements, thank you!

Spouse #1 \_\_\_\_\_  
Address \_\_\_\_\_  
Phone – work \_\_\_\_\_ home \_\_\_\_\_  
Best times to contact \_\_\_\_\_  
E-mail \_\_\_\_\_  
Rehearsal - date \_\_\_\_\_ time \_\_\_\_\_  
Chapel rental fee \$ \_\_\_\_\_

Spouse #2 \_\_\_\_\_  
Address \_\_\_\_\_  
Phone - work \_\_\_\_\_ home \_\_\_\_\_  
Best times to contact \_\_\_\_\_  
E-mail \_\_\_\_\_  
Wedding - date \_\_\_\_\_ time \_\_\_\_\_  
Officiating Clergy \_\_\_\_\_  
Denomination \_\_\_\_\_

## SMITH CHAPEL POLICIES

- + No rice, alcohol, or aisle runners permitted.
- + The chapel will be opened three (3) hours before the scheduled wedding time unless other arrangements are made.
- + Additional time may be requested in advance with the chapel office.
- + Removal of decorations is expected within one (1) hour after wedding service.
- + Complete policies are found in the Smith Chapel wedding brochure.

I have read and agree to the policies, regulations, and information listed in the wedding brochure for the use of Smith Memorial Chapel at Simpson College.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

(Note: statement must be signed for facilities to be reserved)

Please contact us immediately with any changes at:

*Simpson College Phone  
Smith Memorial Chapel  
701 North C Street  
Indianola, IA 50125*

*(515) 961 - 1610 (Monday - Friday, 9 - 4:00)  
Email: ann.shepherd@simpson.edu  
www.simpson.edu/chapel  
9/19/09*

*white-office copy  
yellow-wedding couple*