

WEDDING CEREMONY AGREEMENT

General Information on Ceremonies:

- The ceremony must be held in conjunction with a wedding reception and in the same room (if indoors).
- Ceremony requests must be made a minimum of three months prior to the reception.
- *The Wisconsin Union is a large public facility and has numerous events taking place throughout the day (ie. other large events, bands, parking lots, boats with motors, etc.). Noise may be generated from these external activities that may affect the success of your ceremony. The Wisconsin Union reserves the right to deny ceremony requests that conflict with Union activities. In these instances, the ceremony fee payment will be applied to all food/beverage charges.*
- The Wisconsin Union staff or licensed vendors must set up and remove all tables and chairs. Guests may not set up or break down tables or chairs.
- The Wisconsin Union does not take responsibility for any left items. At the end of the event, organizers must remove all equipment.
- The Wisconsin Union will guarantee one small room for miscellaneous needs at no additional charge.
- The Wisconsin Union does not guarantee space for wedding ceremony rehearsals; however, Wisconsin Union wedding couples may call Campus Event Services two weeks prior to their ceremony to reserve rehearsal space. Reservations are for two hours or less and the room will be available "as is" with no special set-up arrangements provided. The specific rehearsal room cannot be guaranteed, although we will make every effort to reserve the room in which your ceremony will take place.
- A ceremony can be held a maximum of one hour before the reception start time.

Ceremony Fee: \$500

Ceremony chairs can be set-up either in the middle or to one side of the room. Dining tables will be pre-set in room and cannot be moved after the rows of chairs are removed. Guests may also be seated at their dining tables to view the ceremony take place at the front of the room.

Tripp Deck and Pavilion Ceremonies

1. Ceremony times must be reviewed and approved by the Wisconsin Union in advance.
2. Ceremonies are limited to no more than approximately 30 minutes in length. Ceremonies for Tripp Deck must happen between 3:30-4pm.



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3. Customer must provide and cover the costs of chairs from an outside vendor. The Wisconsin Union does not provide chairs for Tripp Deck (Memorial Union) or the Pavilion (Union South). The maximum number of chairs allowed on Tripp Deck is 250.
4. Due to possible inclement weather, the event organizer has the option to have their ceremony inside with guests seated at dining tables. Lecture style seating cannot be set-up to accommodate the rain location. The change in location must be decided at least (2) hours before the ceremony beginning time. Group will still be subject to the \$500.00 ceremony fee.
5. The Wisconsin Union reserves the right to make the rain call on the A/V equipment rented from the Union.
6. Minimal sound amplification is permitted on the deck for ceremonies. However, the volume must be kept under 80 decibels.



WISCONSIN UNION
**CAMPUS EVENT
SERVICES**

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Date of Wedding: _____

Name of Event: _____

Ceremony Location:

- Great Hall stage
- Great Hall floor
- Tripp Commons
- Tripp Commons deck
- Varsity Hall
- Pavilion (Union South 3rd floor deck)

Ceremony start time: _____ Ceremony end time: _____

I have read and agree to the above terms and conditions.

Customer signature/date: _____

FOR OFFICE USE ONLY

CESO Staff

- Document scanned and attached to reservation
- Ceremony fee added to reservation
- Agreement sent to wedding coordinator
- Tripp deck requests only: sent/received approval from Terrace committee

Updated 5/2014

