

Wedding, Commitment, Memorial and Baptism Ceremonies at the Houghton Chapel and Multifaith Center, Wellesley College

THE CEREMONY

Who can have a ceremony at The Houghton Chapel and Multifaith Center?

The Houghton Chapel and Arboretum are available for ceremony use by members of the Wellesley College community. This includes faculty, staff, students, alumnae and their immediate relatives. Reservations and arrangements for all ceremonies can be made through the Office of Religious and Spiritual Life, please contact Amy O'Toole, Coordinator for the Houghton Chapel and Multifaith Center by phone: (781)283-2615 or e-mail: aotoole@wellesley.edu.

Please note that the Roman Catholic Archdiocese of Boston ordinarily permits only graduates of Wellesley to be married at the College, and they must satisfy the Archdiocesan regulation that requires attendance at one of its approved marriage preparation programs.

Where are ceremonies held?

Ceremonies at Wellesley College are either held in the Houghton Chapel and Multifaith Center or at the Arboretum. The Wellesley College Club is also available for weddings; all bookings should be made directly with them by calling 781-283-2700

When are ceremonies held?

Weddings, commitments and baptisms can be booked during the college fall break, over January winter-session, during college spring break, and over summer vacations (approximately June 15 – August 15). Memorials can be scheduled on a case by case basis. College events in any given year may preclude some of these dates.

As a courtesy to other rehearsals and/or ceremonies that may be scheduled, please advise your party to be prompt and adhere to the scheduled time in the building. Your confirmed time in the space runs from one hour prior to the ceremony, to one hour after.

The Ceremony Fee

The Comprehensive Fee for a ceremony at The Houghton Chapel or Arboretum is **\$1200**. This fee includes use of the space for your ceremony and your rehearsal and the standard custodial fees. A deposit of **\$600** is due two weeks after your reservation is approved (the approval process may take up to one week). The remaining balance will be due four weeks prior to the date of your ceremony.

Checks should be made payable to Wellesley College and sent to:

Amy O'Toole, Coordinator of the Houghton Chapel & Multifaith Center
Office of Religious & Spiritual Life, Wellesley College
106 Central Street
Wellesley, MA 02481

Who can perform ceremonies at the Houghton Chapel and Multifaith Center?

Persons having their marriage or commitment ceremonies at Wellesley College may arrange for outside clergy or other authorized persons to perform services. Members of the Wellesley College Office of Religious and Spiritual Life may also be available to preside at these ceremonies as their schedule permits. To inquire about the availability of chaplains for this purpose, please contact Amy O'Toole, Coordinator for the Houghton Chapel and Multifaith Center by phone: (781)283-2615 or e-mail: aotoole@wellesley.edu

The Officiant's Fee

Members of the Religious and Spiritual Life Team may be available to perform ceremonies. The fee is **\$500** for preparation and celebration of the ceremony. You must make your own financial arrangements with your officiant. The fee must be paid in full prior to the ceremony. You may also arrange for an outside clergy or other authorized persons to perform your ceremony however it must be approved by the Office of Religious & Spiritual Life.

The Request Process

To submit a request on-line [\[click here\]](#) to complete and submit your form. Once your request has been approved you will have **two weeks** to secure your request with a deposit of \$600.

Deposits should be sent via mail to:
Amy O'Toole
Coordinator of the Houghton Chapel and Multifaith Center
106 Central Street
Wellesley, MA 02481

*Please note that approval process may take up to one week and that all reservations are **not** final until approval has been given by the College. For additional questions, Please contact Amy O'Toole, Coordinator of the Houghton Chapel and Multifaith Center, by phone: (781)283-2615 or e-mail: aotoole@wellesley.edu*

THE LOCATION

About the Chapel

Houghton Chapel and Multifaith Center sits at the center of the Wellesley College campus. The chapel is used for weekly worship as well as musical and educational events. In scheduling ceremonies, it is important to realize that the chapel's availability is limited and is dependent upon many other College activities. The Chapel ordinarily seats up to 400 people and up to 800 by special arrangement. The center aisle in the chapel is 90 feet long.

About the Multifaith Center

Opened in the fall of 2008, the Multifaith Center offers a spiritual environment for people of all religious traditions and spiritual practices. The worship space in the center main room will seat up to 150 people. Like the Chapel, the Multifaith Center's availability is subject to College use of the space. The Multifaith Center is not available for receptions however there is space in the Multifaith Center available for a waiting and dressing area. Restrooms are available in the Multifaith Center.

About the Arboretum

The Wellesley College Arboretum is available for ceremonies, weather permitting, and as the college schedule allows. No tents or receptions are allowed in the arboretum. In addition, the wedding participants must supply their own chairs and equipment including a generator if needed. Houghton Chapel or Multifaith Center must also be booked when reserving the Arboretum, as a rain location. Approximately 100 chairs will fit in the Arboretum space.

About The Wellesley College Club

The College Club can accommodate groups of 10 to 250. Their approach to private events is one that emphasizes simplicity in planning, with strict attention to detail and elegance. Whether it is a bridal shower, rehearsal dinner or wedding reception, they will assist you in every aspect of your event to ensure a stress-free, memorable experience. Additional information may be obtained by calling 781-283-2700.

Handicapped Accessibility

The Houghton Chapel is accessible by means of a ramp to the east transept door. The Multifaith Center is accessible through the center entrance located off of the Chapel Plaza. There is an elevator located between the upstairs (the Chapel) and the ground floor (Multifaith Center) where the restrooms are located. The Arboretum is very challenging for Handicap accessibility. Arrangements may be made with an outside vendor to obtain a golf cart for transportation to and from the Arboretum grounds. For information regarding this, please contact Amy O'Toole, Coordinator for the Houghton Chapel and Multifaith Center by phone: (781)283-2615 or e-mail: aotoole@wellesley.edu

ADDITIONAL INFORMATION

Receptions

Space for an on-campus reception is only available at the Wellesley College Club. Reservations for space at the College Club must be made directly by calling 781 283-2700. Reserving the Chapel, Multifaith Center or Arboretum does **NOT** also reserve the Wellesley College Club.

Equipment Available in the Chapel

The Chapel is equipped with the following items:

- A large table approximately 3' x 6' used as a worship table (may be used for flowers)
- A stationary Pulpit podium with microphone
- A movable floor podium with microphone
- Two candleholders for the worship table that hold one pillar candle 3" in diameter
- Two standing candelabras
- Kneeling bench (accommodates up to two people)

**Please note that candles and matches are not provided*

Custodial Services

Wellesley College Custodial Services will open the chapel and be on duty for **one hour** prior to your scheduled ceremony and a **half hour** before your scheduled rehearsal. Custodial Services will be on duty for standard break-down following the ceremony. Ceremony fees include standard custodial services; any non-standard set-up will be subject to an additional custodial fee.

VENDOR INFORMATION

Music in the Chapel

Currently only one pipe organ is available for use in the chapel. It is a Charles Fisk Renaissance replica in the gallery. Music on the Fisk can be played only by an organist who is a *specialist* in the field, and *pre-approved* by the Office of Religious and Spiritual Life.

The organists listed below have been pre-approved by the Office of Religious and Spiritual Life (ORSL).

James David Christie (Wellesley College organist and Boston Symphony organist):

e-mail: james.david.christe@oberlin.edu - phone: (508) 652-9937

John Finney (organist of Wellesley Hills Congregation Church and Artist in Residence at Boston College)

e-mail: finneyj@bc.edu - phone: (508) 652-9938

David Carrier (organist of Wellesley Village Congregational Church and director of the Newton Choral Society)

e-mail: carrierdr@gmail.com - phone: (617) 323-0520

Jennifer McPherson (Organ Scholar at College of the Holy Cross and Boston organist)

e-mail: jmmcp13@g.holycross.edu - phone: (207) 475-2456

Organist Fee

You must make your own financial arrangements with your organist. The musician's fees must be paid in full prior to the ceremony. Often the planning of the music can be handled via telephone or e-mail (for services with the organ and or trumpet); for services involving several soloists or a complicated liturgy, a personal consultation is advised. The organist will be glad to help you engage the services of an instrumentalist or vocalist for your ceremony, or to work with a soloist of your choosing. The rehearsal time must be planned around the schedule of the organist and availability of the space with the College, and is subject to additional custodial fee.

Flowers and Runners

You must make your own arrangements for flowers and runners to be placed in the Chapel, Multifaith Center or Arboretum. Depending on the Chapel schedule, your florist may deliver flowers one hour prior to your ceremony. Any special arrangements can be made by contacting Amy O'Toole, Coordinator for the Houghton Chapel and Multifaith Center by phone: (781)283-2615 or e-mail: aotoole@wellesley.edu. Flowers may be placed on the Worship table, provided the wood is protected; or on standing holders, which must be supplied by your florist. You are responsible for removing all flowers from the Chapel after the ceremony as a courtesy to other events scheduled. Runners are usually acquired through your florist as well. The center aisle in the chapel is 90 feet long.

Parking

Depending on the size and date of your wedding, parking may be available at Founder's Lot, or in the College parking garage located at the north end of campus. Arboretum Parking is available along the back of the Science Center and in the Gray Lot.

Request Form for Ceremony at Wellesley College

Please return your completed form along with your deposit by mail to:
Amy O'Toole, Coordinator of the Houghton Chapel and Multifaith Center,
The Office of Religious and Spiritual Life, Wellesley College, 106 Central Street,
Wellesley, MA 02481 or by fax to 781-283-3676.

*(Please note that reservations are **not** final until approval has been given by the College)*

Type of Ceremony (Please Check)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Protestant |
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Spiritual |
| <input type="checkbox"/> Interfaith | <input type="checkbox"/> Unitarian Universalist |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Other Religious _____ |
| <input type="checkbox"/> Muslim | |

Participant Information:

Name: _____	Name: _____
Address: _____	Address: _____
Phone (home): _____	Phone (home): _____
Phone (work): _____	Phone (work): _____
Phone (cell): _____	Phone (cell): _____
E-mail: _____	E-mail: _____

Wellesley College facilities are limited to only members of the Wellesley College community:
(Please Check)

- | | |
|--|---------------------------|
| <input type="checkbox"/> Faculty | |
| <input type="checkbox"/> Staff | |
| <input type="checkbox"/> Student | |
| <input type="checkbox"/> Wellesley College Alumnae | Year of Graduation: _____ |
| <input type="checkbox"/> Immediate Family | |

Name of Wellesley College Community Member: _____

Rehearsal Date: _____	Time: _____
Ceremony Date: _____	Time: _____
Ceremony Location:	

- ☐ Houghton Chapel
- ☐ Arboretum

Approximate Number of Guests: _____

Clergy/Presider Arrangements

Persons being married at Wellesley College may arrange for outside clergy/presider to perform ceremonies. Members of the College Office of Religious and Spiritual Life Staff may be available to preside at weddings as their schedules permit. All weddings must be cleared by Office of Religious and Spiritual Life.

Clergy Person(s)/Presider(s) Performing Ceremony

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

☐ Clergy has not been confirmed

☐ I would like to speak with a Clergy from Office of Religious & Spiritual Life

Additional Information *(If available)*

Organist/Musician

Name: _____

Phone: _____

Email: _____

Florist

Name: _____

Phone: _____

Email: _____

All arrangements for the payment of clergy, organist and florist must be made by wedding participants.

Special Arrangements/Requests:

For additional questions, please contact
Amy O'Toole, Coordinator for the Houghton Chapel and Multifaith Center
(781) 283-2615, aotoole@wellesley.edu

For Office Use Only:

Approved by The Office of Religious and Spiritual Life _____

Deposit Received _____