

# **Joseph Priestley Memorial Chapel**

## **Rental and Use Information**

(revised June 1, 2014)

**Note: Please sign and return pages 4 and 5 to rent the chapel and reserve dates and times for your event.**

### **Rental of Priestley Chapel**

Originally constructed in 1834, The Joseph Priestley Memorial Chapel in Northumberland, Pennsylvania is the perfect place for any celebration. The chapel is available for weddings and special services. All arrangements for the use of the chapel building must be made with the Priestley Chapel Associates.

### **Rental Fees**

\$ 195.00, per service which includes one hour before the service, one hour afterward and one hour for rehearsal. Payment in full is required with a signed contract. We will accept checks, money orders or cash. We cannot accept credit or debit cards.

The rental fee does not include any music or a Celebrant/minister/clergy.

Events are booked on a first come-first serve basis.

If you would like additional information on reserving the chapel or if you have any questions, please call our event coordinator at (570) 473-1688 or email [nvrsanvr@ptd.net](mailto:nvrsanvr@ptd.net).

### **Visiting the Chapel**

The chapel is open to the public the first Sunday of every month from 9:30 to 10:10 am for a program of words and music. Please look around the chapel before and after the program. A member of Priestley Chapel Associates can answer any questions.

### **Seating and Occupancy**

The maximum number of persons permitted in the chapel is 100.

### **Conduct**

At all times you, your wedding party and your guests are expected to conduct themselves in a manner that is appropriate to a chapel and a chapel setting. Inappropriate language or behavior will not be tolerated.

### **Alcoholic beverages are strictly prohibited.**

There is no smoking, eating or drinking in the chapel or on the grounds.

Parents of children are responsible for the action and safety of their children. This includes destruction of property and medical bills that may occur.

Please do not leave children unattended or allow them to play in memorial garden. Please do not allow children to eat or drink inside the chapel.

### **Furniture**

The chapel furniture may be moved with permission. Furniture cannot be taken outside of the chapel nor shall any furniture be brought into the chapel without permission.

### **Windows**

Windows may not be opened. We have air conditioning for your comfort.

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**Decorations**

Generally flowers are placed on the center table and the window sills. Two wreaths may be hung on the front doors. You may also use arrangements on the railing on the steps as you enter the chapel.

Bows and flowers may be tied on the pews and/or to the column that support the gallery. They must be attached with ribbon, string, elastic or pew clips.

Decorations may not be put on the lamp columns or pulpit, or any walls.

Pedestals may not be brought into the chapel.

**Candles**

All candles must be enclosed in a glass hurricane shade. This includes candles in flower arrangements. If candles do not have a hurricane shade they may not be lit and/or will be removed from the arrangement. Please notify your florist.

All candles must be smokeless AND drip less.

Unity candles are not permitted in any form.

Electronic candles are preferred.

**Rehearsal**

You will need to advise of the time of your rehearsal so the Chapel will be open for you. Your clergy is responsible for your rehearsal and your ceremony.

**Wedding Day**

The Chapel will be opened, by one of our associates, and heat or air conditioning turned on before your rental time starts. If there are any last minute questions or details, please have someone there to discuss these things with us.

**Receiving Line**

Because of the time involved in taking pictures, you may want to schedule the receiving line at the reception. Remember that you are allowed one hour before your scheduled ceremony and one hour after – a total of two hours.

Since we may have more than one event scheduled, please adhere to these times.

If you are not having a receiving line, you may want to ask your clergy to announce to your guests that there will not be one and that they are to proceed directly to the reception. Some may put a note in their programs that state it.

The throwing of rice and/or confetti is not permitted.

You may use bells, bubbles or butterflies, or bird seed

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**Photographs/Video**

Photographers are held responsible for any and all breakage or damage that they may incur. Remember, this is a historic site and often the damage is irreplaceable.

Both the photographers and their subjects are permitted to use all areas of the chapel as long as they do not move any furniture, exhibits or stand on any of the benches or pews.

**Music**

The acoustic properties of the Priestley Chapel are extraordinary. While the selection of music rests solely with the patrons; soloists or small ensembles will sound wonderful in this space.

The chapel piano may be used.

Amplification systems are not permitted without prior approval.

**Flowers**

Any flower petals that are dropped by flower girls need to be picked up prior to your leaving.

Flowers may be used on the pews as long as they are clipped with pew clips or tied on with ribbon.

When consulting with your florist, be sure they understand the rules about candles and that they are familiar with our pews. If they have any questions, they are welcome to call our event coordinator with any questions or concerns. Flowers may be delivered at rehearsal or an hour before wedding. If special delivery time is needed you must arrange that with our event coordinator.

**Cancellations**

A charge of \$50 will be charged as an administrative fee for all weddings that are cancelled at least two months before the wedding day. The remaining amount will be refunded.

Cancellations made less than two months in advance of the wedding day will be charged a \$100 administrative fee. The remaining amount will be refunded.

Returned checks will be charged a \$25 fee.

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**PRIESTLEY CHAPEL ASSOCIATES**  
**P.O. BOX 333**  
**Northumberland , PA 17857**

The information below is to inform all users of Joseph Priestley Memorial Chapel that this is an historic building and damage or loss may be irreplaceable. The care of the property must be exercised by responsible persons before, during and after a scheduled event. Persons requesting the rental of the premises are responsible for all damage and loss incurred and for the safety of their guests during and after their scheduled event.

**Please read the following rules of conduct and sign below that you have been informed and understand your responsibility. Your signature is required for rental of the Chapel.**

**REQUEST FOR USE**

Reservations must be made in writing on this request form. The party requesting the use of Joseph Priestley Memorial Chapel is responsible for the actions of their guests.

**CONDUCT AT THE JOSEPH PRIESTLEY CHAPEL SITE**

- **Occupancy of the chapel is 100 persons.**
- **No furniture may be taken outside the Chapel, nor shall any furniture be brought into the Chapel without permission.**
- **Smoking is strictly prohibited at any time inside the buildings or on the Chapel grounds.**
- **No food or beverages are allowed at any time inside the Chapel.** Anyone carrying bottled water, soda or food will be asked to immediately remove it from the chapel.
- **Unity candles are not permitted.** The use of smokeless/drip less candles is permitted only if covered with a hurricane shade – this includes floral arrangements as well.
- **The throwing of rice or confetti inside the chapel or on the chapel grounds is prohibited.**
- **Your Celebrant is responsible for the ceremony.**
- **Please remove all decorations and leave the Chapel as you found it.**
- **Cancellation penalties will be imposed.**

*I understand the provisions and regulations above and agree to abide by them.*

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**Signature of party requesting use of the Priestley Chapel and grounds.**

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**Date**

*Please sign and return with the Request for Use form along with your rental fee.*

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**PLEASE FILL OUT THE FOLLOWING INFORMATION AND RETURN IT WITH  
YOUR RENTAL FEE OF \$195.00.**

**PRIESTLEY CHAPEL ASSOCIATES  
P.O. BOX 333  
NORTHUMBERLAND , PA17857**

**REQUEST FOR USE**

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Name

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Address                      Street                      City                      State                      Zip Code

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Phone Number                      Daytime                      Evening                      Cell

Email address(for confirmation) \_\_\_\_\_

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Full Name of the partner (for weddings)

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Date Requested for the Ceremony	Time Requested for the Ceremony	Date Requested for the Rehearsal	Time Requested for the Rehearsal
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*\*Your reservation will be recorded and a confirmation will be sent. Please provide us with your email address if you have one.*

*\*Announcing your event on the Chapel sign*

*We offer the option of announcing your event on the sign outside the chapel. Usually we list the type of event, and the date and time. If the event is a wedding we list the names of the couple.*

*Please check this box if you wish an announcement on the chapel sign.*

*(Wedding couples, please list the order in which you wish your names listed.)*

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