

# *Weddings at Old Providence*

## WHERE WEDDING DREAMS COME TRUE

A vintage white frame chapel nestled against a backdrop of trees and bordered by a gentle stream, Old Providence is an idyllic setting for your wedding. Many of the original hand-hewn pews are still inside, and a local craftsman built replicas to seat 100. The large windows and oak floors have all been lovingly restored, and soft lighting adds to the ambience.

Old Providence is decorated with a neutral palette that works well for all types of events, whether your style is rustic, country chic, classic elegance, or vintage. Rent the bare chapel and decorate to your taste, or choose from our extensive selection of equipment. We have floor candelabra, unity candle stand, silk flower arrangements, and a wrought iron wedding arch.

A piano is available in the chapel for those choosing to use it, but we can also provide a sound system if your choice is recorded music. Whatever your preference you will find that the acoustics are amazing.

Be sure to ring the bell as part of your celebration. It has hung in the steeple for almost 130 years and has been a part of many joyous occasions. Some love its peals as a signal that a ceremony is about to begin, while others ring it as a way to greet the newly married couple as they leave the altar.

Across the street from the chapel is the Rose Cottage, the former parsonage, built in the 1950s. It has been completely remodeled to provide facilities for wedding day preparation and small events such as receptions, showers and parties. A distinctive feature is the dressing area for the bridal party with its spacious restroom, large mirrors, and plenty of space for hair and makeup. The cottage also includes a kitchen, several dining areas, and two guest restrooms, one of which is handicap friendly.

The Pavilion is a rustic covered area between the chapel and cottage, and will accommodate tables and chairs for about 150 guests for an outdoor reception or party. Ceiling fans, sconce lighting, and plenty of electrical outlets ensure that it functions well for a variety of events.

We can even provide a wedding consultant and florist to help ensure that your special day meets all your expectations.

Old Providence Foundation is a non-profit organization dedicated to preserving and maintaining this beautiful, historic chapel. It is staffed by a group of volunteers, and all proceeds from events go directly into improving and maintaining the property.

# Weddings at Old Providence

## GUIDELINES FOR USAGE OF OLD PROVIDENCE CHAPEL AND ROSE COTTAGE

**Please make this information available to all vendors who are involved.**

### **Payment of Fees**

- A deposit equal to 50% of the total fee is required at time of booking.
- Full payment is due two weeks before the event.
- Payment may be made by check, cash, or PayPal. Old Providence does not accept debit or credit cards.
- Deposit is nonrefundable except for legitimate emergencies, i.e., acts of God.

### **Hours of Usage**

- The chapel and/or Rose Cottage will be available from 8:00 a.m. until 10:00 p.m. when it is booked for the entire day. When less than a full day is booked, the hours will be specified in the contract and will not extend beyond the hours of 8:00 a.m. or 10:00 p.m.
- If the event extends beyond the agreed upon times, additional charges will be assessed (see list of fees).
- Both Rose Cottage and the chapel are available for weddings Monday through Saturday, and on Sunday from 1:00 until 5:00 p.m.

### **Parking**

- There is parking behind the chapel and around the cottage. Guests may also park in the paved church parking lot near the cottage if it is not being used for a church activity.
- Handicap parking is behind the chapel near the handicap ramp.
- Under no circumstances should guests drive or park in the grassy area in front of the chapel.

### **Liability**

- Old Providence maintains liability insurance for the buildings and grounds.
- Clients who choose to serve alcoholic beverages are required to purchase alcohol liability wedding insurance. Old Providence assumes no liability for circumstances related to consumption of alcohol.

### **Behavior**

- The chapel is a religious venue, and guests are expected to conduct themselves accordingly.
- Smoking is not permitted inside either building.
- The organ is an antique and may not be played without prior arrangements. Under no circumstances are children to play with the organ or the stool.
- No food or drink, other than water, may be brought into the chapel.
- No nails, tacks, or tape may be used on the walls, pews, or any other surface, including the exterior of the building.
- Although not responsible for cleaning the venue after use, you are asked to pick up and remove debris to the outside trash cans.
- Pulpit furniture and wooden columns may be moved within the chapel but not taken outside the building. Pews and organ may not be moved.

### **Sound System**

- The Foundation can provide a sound system for a fee. Please ask for information if you are interested.
- If you are providing your own sound system, please notify us in advance. We will not be responsible for setting up or using a sound system other than our own.

### **Usage of Rose Cottage**

- Dishes, serving pieces, and other equipment in the kitchen are the property of the Foundation and should not be used without permission. A small rental fee is assessed if you choose to use them.
- If you are having a catered event, please ask the caterer to coordinate with us.

# Weddings at Old Providence

## WORKSHEET FOR CALCULATION OF FEES

### **Rates for complete Venue - Chapel, Cottage, and Pavillion**

	<u>Quantity</u>	<u>Total</u>
2 Full Days	1200	
1 Full Day	800	
Half Day	500	
Additional Hour	100	

### **Rates for Chapel only - Cottage opened only for guests to use the restrooms. Kitchen and dressing facilities are not included**

Half Day	300	
1 Hour	150	
Additional hour	100	

### **Rates for Rose Cottage only**

Full Day	400	
Half Day	250	
One Hour	100	
Additional Hour	50	

### **Wedding Equipment**

Unity Candle	35	
7-Light Side Candelabra (2 available)	50	
15-Light Center Candelabra	65	
Shabby Chic Candelabra/Plant Stand (2 available)	35	
Arch	50	

*Note: Candelabra rental includes mechanical candles*

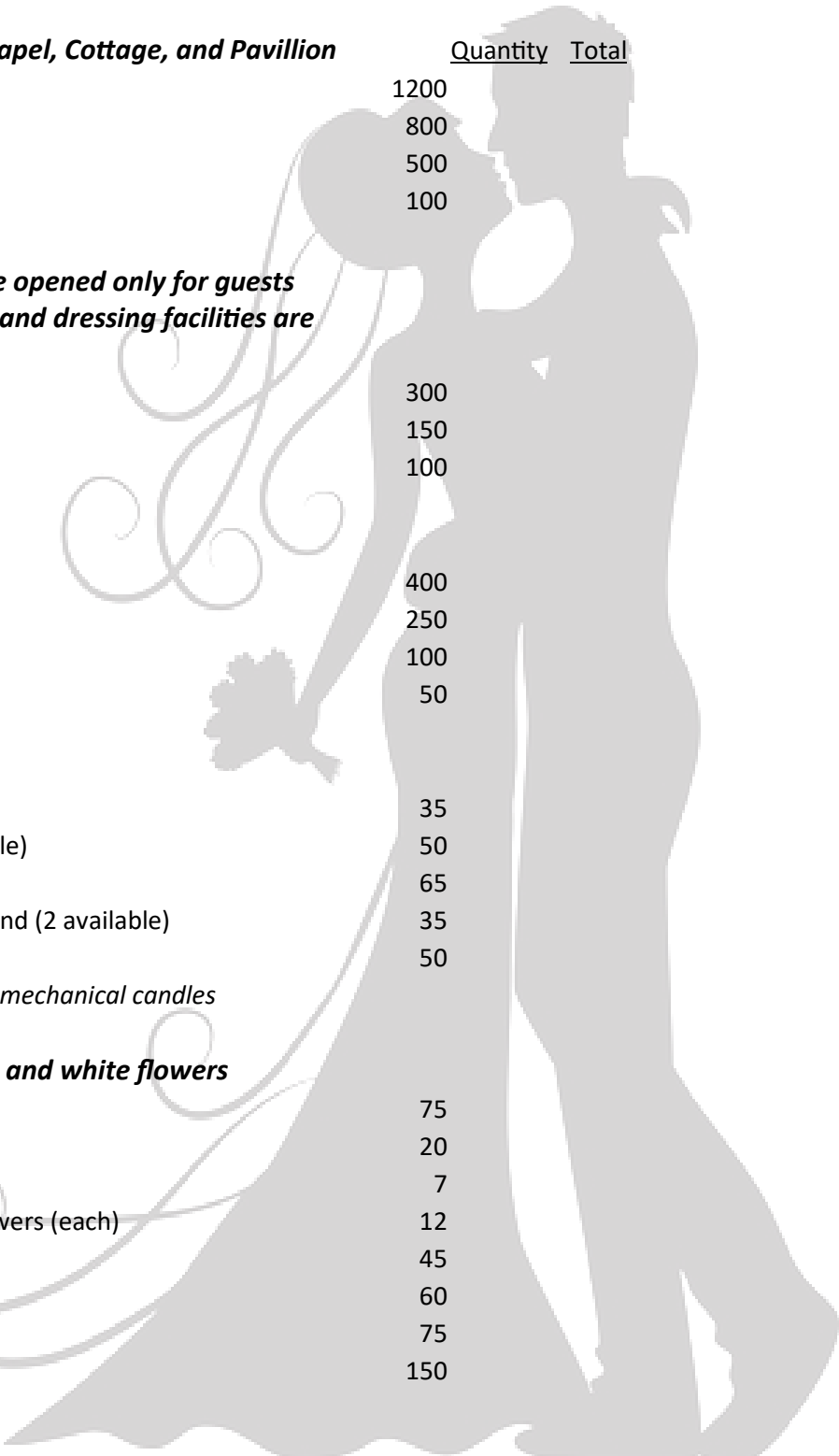
### **Floral Scheme with silk foliage and white flowers**

Large Arrangement	75	
Window Arrangements (each)	20	
Pew Bows (each)	7	
Pew Bows with Greenery and Flowers (each)	12	
Unity Candle	45	
7 Light Candelabra	60	
15 Light Candelabra	75	
Arch	150	

### **Totals**

Tel: 334-494-8105

[www.oldprovidencechapel.com](http://www.oldprovidencechapel.com)



# Weddings at Old Providence

## CONTRACT WITH OLD PROVIDENCE FOUNDATION, INC. FOR WEDDING

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Name of Wedding Coordinator: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- I have read and agree to the conditions of use for the chapel and/or the cottage.
- I plan to serve alcohol at the venue and will provide proof of insurance prior to the ceremony.
- I will not serve alcohol at the venue.

Fee for Chapel/Cottage Use: \_\_\_\_\_

Equipment Rental: \_\_\_\_\_

Total: \_\_\_\_\_

Client: \_\_\_\_\_  
(signature) (date)

**Make check payable to Old Providence Foundation and mail with contract to:  
Danny Fulford, 200 Mills Austin Road, Daleville, AL 36322**

**OR request a link for PayPal**

---

### RECEIPT

Total: \_\_\_\_\_

Deposit: \_\_\_\_\_ Rec'd: \_\_\_\_\_

Balance: \_\_\_\_\_ Due by: \_\_\_\_\_ Rec'd: \_\_\_\_\_

Old Providence: \_\_\_\_\_  
(signature) (date)