Facility Information

**A. F. SIEBERT CHAPEL**

- A. F. Siebert Chapel is a smoke-free facility.
- No alcoholic beverages are to be carried into or consumed in the building.
- Church furnishings provided include an altar and carpeted platforms (5-by-6 feet), can be arranged to your liking. No kneelers, candelabra, linens, or other decorative effects are provided.
- The organ and pianos are available for use; however, if the organ is requested, please inform Conference Services and necessary arrangements will be made.
- Voice and music amplification systems are available. A checklist is provided for the couple to indicate such needs. A Todd Wehr Center staff technician will be responsible for setting up and taking down such equipment and monitoring as necessary.
- The east (lakeside) downstairs section easily seats 225 guests. Overflow can be accommodated on the north and south sides or in the east side balcony.
- The east side center aisle is 50 feet long. If an aisle runner is desired, it must be secured through the couple’s florist. Cloth is preferable because plastic runners are slippery on brick flooring.
- The Ehrler Chapel is available to the wedding party for dressing only. It must be left in the same condition as found.
- No cut flowers with vases containing water shall be placed on the altar.
- Ribbons and bows may be attached to pews, but they must be attached in a way that causes no physical damage to pews.
- For safety and insurance reasons, the throwing of rice or birdseed following the wedding is prohibited.
- The couple should contact Carthage Security prior to the wedding to get directions regarding parking spaces.
- Carthage can host a limited number of receptions. Receptions must be arranged with the director of Conference Services. To meet Carthage’s code of conduct, certain stipulations apply.

**WALTER FRITSCH MEDITATION CHAPEL AND JOAN C. POTENTE CHAPEL**

- Each chapel accommodates 35 people.
- Furnishings includes a cross, altar, and chairs. The cross and altar cannot be moved.
- Neither chapel has a sound system. Contracted parties must carry their own sound system to play music.
Congratulations on your engagement!

Thank you for considering the A. F. Siebert Chapel at Carthage College as a venue for your wedding. We are excited to be a part of your special day.

For more than 40 years, the magnificent Siebert Chapel has provided the perfect setting for celebrations of all kinds.

- The chapel can accommodate up to 1,300 people in the main-level seating areas and three balconies and is just as welcoming for smaller, more intimate affairs.
- Our lakeside location will be a stunning backdrop for your day – the perfect place for photographs with your bridal party and wedding guests.
- Amenities include adjoining spaces for the bridal party before the wedding and the Fritsch Memorial Organ, designed by the famous Casavant Frères organ company, to majestically accompany your ceremony.

Be surrounded by your friends and loved ones in this unique architectural gem.

Note: A. F. Siebert Chapel is the College’s primary concert hall and place of worship; therefore, the College’s schedule takes priority. Major Carthage events are scheduled well in advance. Our Conference Services staff can answer your questions regarding its availability.

RENTAL FEES

- Potente or Fritsch Meditation Chapel: $250
- A. F. Siebert Chapel: $1,000
- Deposit: $250 (nonrefundable)

This rental fee includes one hour for the wedding rehearsal and 2.5 hours for the wedding. Set-up time may be included, but it must be scheduled. Talk with Conference Services staff. Acceptance of this fee, deposit, and a signed contract obligates Carthage to honor the request for the date and times, and to schedule around the dates and times reserved. Fee and deposit are to be paid to Carthage College Conference Services, located in the Todd Wehr Center.

RESERVE YOUR DATE

Requests for wedding dates should be made with Conference Services. No other person has authority to confirm requests for College facilities except the Office of the President. For dates in September through May, we will only take reservations three months in advance due to campus needs during the academic year. For dates May 25 through Aug. 31, requests may not be approved until April due to conference needs.

Reservations will never be accepted during:
- Major holidays and holiday weekends
- Thanksgiving, Christmas, Easter, and Spring breaks at Carthage
- May Commencement Weekend (dates vary each year)
- Move-in weekend (usually the last weekend in August/first weekend in September)
- Major events on campus: Homecoming, Christmas Festival, New Student Orientation, and family weekends (dates vary each year)

Requests are evaluated on a first-come, first-served basis. Please note: It can be difficult to schedule a wedding during the academic year and the summer conference season. While the College is keenly aware of the commitment a couple must make to secure a reception venue, the priorities of Carthage are such that the couple should make no assumption about the availability of facilities prior to the deadlines scheduled.

POLICIES

The A. F. Siebert Chapel and meditation chapels are reserved for the weddings of Carthage alumni, faculty, staff, and students. To request one of these chapels for your wedding, at least one person must be affiliated with Carthage.

COLLEGE PASTOR AND ORGANIST

- The wedding reservation of A. F. Siebert Chapel does not include the services of the College pastor. Contracted parties must personally contact the pastor to consider any and all requests pertaining to her/his services and availability.
- The Conference Services staff will schedule a time when the chapels and available furnishing can be seen. Neither the College pastor nor staff should be contacted for this service.
- Carthage has a College organist who can be contracted for weddings. These services and fees are separate from those related to contracted facilities. The couple must contact the organist to discuss availability, fees and services needed.

Holding a smaller ceremony?

Consider the College’s two meditation chapels, the Walter Fritsch Meditation Chapel and the Joan C. Potente Chapel. Both will accommodate up to 35 guests and a small wedding party. These charming chapels feature beautiful landscaping and are stunning in all seasons.

For additional wedding information or questions, please contact Conference Services at 262-551-5752.
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