

## Weddings and Blessings at Westgate Chapel

Westgate Chapel provides a beautiful, and central, location for any wedding or blessing of union. It also has the wonderful advantage of allowing you more involvement in the content and form of your special service.

In order to ensure all our ceremonies are of a high quality, these guidelines must be followed.

### Guidelines for weddings and other blessings of union:

#### Applications:

1. The Chapel Committee is always happy to consider applications to hold wedding or other ceremonies at the Chapel, provided the nature of the ceremony falls within the terms of the Chapel's Trust Deed.
2. **Applications** to hold ceremonies must be made in writing to the Secretary:  
**Mr Chris Pilkington. 41 The Oval, Notton, Wakefield, WF4 2NX 01226 700260**
3. Applications must normally be received at least **ten weeks** before the proposed date.

#### Fees:

1. A **charge of £250** is made for the use of the Chapel (including cleaning and stewards). This does not include Minister's, Organist's or Registrar's fee.
2. The Chapel fee must be paid either by cheque **at least two weeks before the ceremony takes place**, or in cash prior to the wedding. No ceremony can take place unless the fee has been paid in full beforehand.

#### Music:

1. The Chapel can advise on **organists** who may be available if you want one. Fees are likely to be from **£20 up to £100**
2. Requests for the use of the organ by any **other musician** should be made via the Events Secretary (Mr Paul Dawson, 2, South Parade, Wakefield WF1 1LR 01924-372263). Arrangements can be made for an approved visiting organist to practice at a time convenient to a key-holder.
3. Where any **other form of music** is proposed this should be made clear on the application. There are power points, cassette player and CD player available in the Chapel.

#### Officiant:

1. Ceremonies will normally be conducted by a lay preacher or a Unitarian minister or lay person known to the Chapel Committee. The person leading the service is known as the **officiant**.
2. Requests for **other persons** to lead the service will be considered and should be included in the application.
3. The officiant's fee is £75. This is arranged with, and paid directly to, the officiant.
4. The officiant will normally expect to **meet** with the couple at least once before the ceremony, and is likely to arrange for a **rehearsal** to be held a day or two before the ceremony.

### Registrar:

1. The Chapel does not carry its own register and therefore a **Registrar** from the local Registry Office must be present if the marriage is to be legally valid.
2. In the case of a marriage, it is the **responsibility of the couple** to arrange for the presence of a Registrar. This must be done before any other arrangements are finalised, and well in advance.

### Ceremony:

1. It is our hope that all couples will choose to **be involved** in the choice of words and ritual used in the ceremony. You may wish to adopt a fairly traditional format, or you may choose to develop (with the officiant) a uniquely personal and individual service.
2. In a marriage, certain phrases are a required part of the service because of their **legal significance**.
3. Apart from those phrases, the **wording and ritual** to be used must be discussed fully with the officiant, who will advise the Chapel Committee on its significance and appropriateness.
4. Before meeting with officiant you may wish to give thought to:
  - a. The vows you wish to use (beyond those legally required)
  - b. Any readings or speeches you wish to be included.
  - c. Any prayers, meditations or other ritual you would like to include.
5. The officiant will be able to provide **examples and ideas**, and will also be willing to write the entire service for you if you prefer.
6. It is normally wise to limit the length of the service to around **40 minutes**.

### Other arrangements:

1. The Chapel can provide an **arrangement of flowers** on the communion table upon request.
2. **Further flowers** are the responsibility of the couple; flowers can be arranged at the rehearsal or at a time convenient to a key holder and negotiated via the Chapel Secretary.
3. **Photography** and video recording of the ceremony are acceptable provided this is discreet and does not distract from the ceremony. This should be negotiated with the officiant in advance.
4. No **confetti** is to be thrown inside the Chapel and we ask that only biodegradable confetti is used in the Chapel forecourt.
5. There will be a plate at the back of the Chapel for **donations** towards its upkeep. If couples wish to seek donations for charity the cause must be named in the application.
6. Couples are asked to arrive **promptly** so that the service can take place at the agreed time.