



Rice Memorial Center
Chapel & Cloisters

Chapel Organist Agreement

Ley Student Center

Rehearsal Date: _____ Start Time: _____ End Time: _____

Wedding Date: _____ Reservation Block: _____ Ceremony Time: _____

Bride's Name: _____
(Last) (First)

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email Address: _____

Groom's Name: _____
(Last) (First)

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email Address: _____

Responsible Party: _____
(Last) (First)

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email Address: _____

Responsible Party _____ Date: _____

(Your signature acknowledges your understanding and willingness to adhere to the Chapel Organist Policies).

Date Payment Received _____ Check# _____

Chapel Organist Information

Initial arrangements must be made directly with the Student Center's Business and Event Manager. An authorized organist will play at your wedding, and if he/she is unavailable, we will find a qualified substitute.

If you decide you would like to have an organist play at your wedding, please complete the "Chapel Organist Agreement" provided by the Student Center, and let us know immediately if your date is less than 6 months away. Once we find you an organist, you can mail us the check (see address below) made out to him/her, and the Student Center Event Manager will forward the contract and the check to the organist. When the organist receives the contract and the check, he/she will contact you.

Rice University
Student Center – MS 530
6100 Main Street
Houston, TX 77005
Attn: Reservations

NOTE: Requests for an organist less than a month before the ceremony, and/or for ceremonies on Sundays before 2 p.m., may be difficult to accommodate.

Chapel Organist Policies

The non-refundable fee of \$300.00, payable to the organist, includes a consultation to select and finalize the music selections, 30 minutes at the rehearsal, up to 20 minutes of playing a prelude before the wedding ceremony begins, and the organist's presence to play what is requested throughout the entire duration of the wedding, regardless of how long it is, within reason.

Additional fees will be charged for excessive rehearsal time of any kind and preparations for specific repertoire that is beyond the scope of standard weddings.

1. The organist will play the music agreed upon during the consultation. At your consultation the organist will be able to discuss all aspects of the music for your ceremony, including working with soloists.
2. If further consultations and/or additional rehearsal time are required of the organist, additional charges of \$75.00 per hour will apply
3. Rice University and the Student Center will be held free of all responsibility and liability, financial or otherwise, involved in the musical presentation of any event.