

# Historic St. Mary's Chapel

Operated Exclusively by:

**Mecklenburg County Park and Recreation Department**

**1129 East 3<sup>rd</sup> Street**

**Charlotte, NC 28204**

**704-333-1235**

**[www.parkandrec.com](http://www.parkandrec.com)**

Historic St. Mary's Chapel is open to the public to visit each Thursday from 4:30pm-7:30 pm and Friday afternoon from 12:00-4:00pm. No appointment is necessary. ADA access is available. Please provide a minimum of two weeks' notice if access is required.

Historic St. Mary's Chapel can accommodate a maximum of 100 seated guests. This does not include the bridal party standing in the altar area.

Historic St. Mary's Chapel Rental Fees:

Wedding and One Hour Rehearsal Mecklenburg County Resident.....\$500.00

Wedding and One Hour Rehearsal Non-Mecklenburg County Resident.....\$600.00

Other Events (Two hour minimum) or additional hours.....\$125.00

**All reservations are made on a first come, first served basis. Wedding reservations include **1 hour for the rehearsal and two hours and forty-five minutes on the day of the ceremony for a total of 3 hours and 45 minutes**. Other events are scheduled with a two hour minimum reservation. All rental fees and a fully completed and signed copy of the wedding/event reservation form are required to confirm a reservation. **“Holds” are not placed on dates in advance of receiving a completed wedding/event reservation form and the appropriated rental fees.****

All customers are responsible for providing licensed and ordained Officiates, Ministers or Pastors for all official ceremonies. Please review a copy of the Historic St. Mary's Chapel Rules & Regulations (attached).

For our customer's convenience, a KORG 80 Key electronic piano is available and all customers must provide a qualified operator to use this equipment.

**Customers are responsible for all fees associated with scheduling and use of any/all Officiates, Ministers, Pastors, service providers such as Musicians, Florists, and Wedding Director. MECKLENBURG COUNTY PARK AND RECREATION DOES NOT ENDORSE, CERTIFY OR RECOMMEND ANY SERVICE PROVIDER FOR ANY EVENT HELD AT ST. MARY'S CHAPEL.**

### **CHANGES TO DATES/TIMES:**

**All requests for changes must be submitted in writing by mail to our business office. An administrative fee of \$50.00 is assessed for all wedding changes (dates/times).**

### **CANCELLATIONS/REFUNDS POLICY:**

**All requests for cancellations must be submitted in writing. Please allow thirty (30) business days to process all refunds. If written notice to cancel event request is received: More than 60 days prior to the date of event, 50% of the payment is non-refundable.**

**Less than 59 days prior to date of the event, 100% of the payment is non-refundable.**

**Please send all cancellation request to the MCPRD Business Office.**

**Mecklenburg County Park and Recreation Department**

**Attn: Historic St. Mary's Chapel**

**5841 Brookshire Blvd. - Charlotte, NC 28216**

RULES AND REGULATIONS  
REGARDING THE USE OF  
HISTORIC ST. MARY'S CHAPEL  
[www.parkandrec.com](http://www.parkandrec.com)

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It is the intent of Mecklenburg County that St. Mary's Chapel shall be used for social, cultural and civic functions.

1. The proposed rules and regulations shall conform to the intended use of the Chapel as set forth above.
2. Customers must abide by and conform to all rules and regulations adopted or prescribed by the County.
3. Customers are expected to be familiar with and must comply with all local ordinances and state statutes relating to the proposed use of the Chapel.
4. The activity proposed for the Chapel must be adaptable to the facility so as to be able to accommodate the number of the persons expected to attend. The customer understands that it is a violation of the City/County Fire Code to exceed the capacity of the facility. The passageways of the Chapel shall remain clear of obstructions at all times. Chairs are prohibited in the passageways, walkways, etc.
5. The proposed activity must be compatible with the facility's structural layout.
6. All facility rental fees for the rental of the Chapel are payable in advance and must be accompanied by a completed wedding/event reservation form and a signed copy of the rules and regulations form.
7. The erection, construction or use of any special equipment or material is strictly prohibited. Weddings are prohibited on the chapel lawn.
8. The furnishings inside the Chapel cannot be rearranged or relocated.
9. **Alcoholic beverages are prohibited on the premises (both inside the chapel and outside on the grounds).**
10. Refreshments are prohibited inside the chapel.
11. **Smoking is prohibited inside the Chapel.**
12. Signs are prohibited in the facility, on trees, or upon the ground. Tape, tacks or other materials, which might mar, scar or otherwise damage the furnishings, are prohibited.
13. No rice, birdseed, confetti or other materials shall be thrown while on Chapel premises.
14. Dripless (metal chaste) candles are the only type candles permitted in the Chapel. **The use of lighted candles is restricted to the elevated altar area (second level of the altar).** Lighted candles in the windows and aisles are strictly prohibited. LED (battery operated) candles are allowed in the windows. Incenses are prohibited.
15. Historic St. Mary's Chapel will supply the customer with a list of available, qualified organists who are familiar with the pump organ in the Chapel. If the pump is used, only organists from this list may be used.
16. If the Chapel or its contents and premises shall be damaged by the act, default or negligence of the customers, customer's agents, employees, patrons, guests, contractor or subcontractor or any other person admitted to the Chapel by the customer, customer shall pay the County upon demand, such sum as shall be necessary to restore said facility and grounds to their former condition.
17. Mecklenburg County is not be responsible for any damage or injury that may happen to a customer, or to said customer agents, servants, employees, guests, contractors or property from any cause whatever, prior, during or subsequent to the period of customers use of the facility, and the said customer hereby expressly releases the County of Mecklenburg from, and agrees to indemnify Mecklenburg County against any customer and all claims from such loss, damage or injury.
18. **Customer agrees to comply with all directions that are issued by Historic St. Mary's Chapel staff on the day of the event.**

Mecklenburg County complies with the Americans With Disabilities Act (ADA) which prohibits discrimination on the basis of disability. We will make reasonable accommodations to enable participation by an individual with a disability. If accommodations are necessary, please notify Historic St. Mary's Chapel staff at 704-333-1235 at least two weeks prior to an event.

Historic St. Mary's Chapel  
**Wedding/Event Reservation Form**  
[www.parkandrec.com](http://www.parkandrec.com)  
 704-333-1235

Person responsible for renting the Chapel: \_\_\_\_\_  
 (If other than Bride and Groom or Event other than Wedding)

Contact Info: Home#: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Office #: \_\_\_\_\_

**Wedding/Event:**

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Bride's Contact Info: Home# \_\_\_\_\_ Mobile# \_\_\_\_\_ Office# \_\_\_\_\_

Groom's Contact Info: Home# \_\_\_\_\_ Mobile# \_\_\_\_\_ Office# \_\_\_\_\_

Address: \_\_\_\_\_  
 Street (Include Apt. # or Suite #) City Zip Code

Alternate Contact #(s): \_\_\_\_\_ E-Mail address: \_\_\_\_\_

**Event Scheduling Information:**

Rehearsal Time: (Day) \_\_\_\_\_ (Month/Date) \_\_\_\_\_ (Year) \_\_\_\_\_ (Time-Hour) \_\_\_\_\_

Wedding/Event Time: (Day) \_\_\_\_\_ (Month/Date) \_\_\_\_\_ (Year) \_\_\_\_\_

9:00pm-11:45pm   
 12:00pm-2:45pm   
 3:00pm-5:45pm   
 6:00pm-8:45pm

Approx. Attendance: \_\_\_\_\_ (Maximum 100 Seated Guests) Does your event require wheelchair access? \_\_\_\_\_ YES \_\_\_\_\_ NO

**ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON THE PREMISES (BOTH INSIDE AND OUTSIDE ON THE GROUNDS) OF HISTORIC ST. MARY'S CHAPEL.** \*\*\*\*\*Customer must initial \_\_\_\_\_

**By my signature, I acknowledge that I have read, understand and agree to abide by all Mecklenburg County, Park and Recreation Department and Historic St. Mary's Chapel Rules and Regulations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Person responsible for chapel: Bride, Groom, Other if event)

(Date Reservation Made)

**Method of Payments Accepted:** Visa, and Master Card (**Preferred Payment**), Cash, Personal Check, , Money Order or Cashier's Check. American Express not accepted.

Make checks payable to **MCPRD.**

(In accordance with N.C.G.S. 25-3-512, the RETURNED CHECK FEE is \$25.00)

**Please tell us how you heard about Historic St. Mary's Chapel:**

Get Going Guide \_\_\_\_\_ Internet \_\_\_\_\_ Referral \_\_\_\_\_ Personal Visit \_\_\_\_\_ Phone Call \_\_\_\_\_

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HISTORIC ST. MARY'S CHAPEL INTERNAL STAFF USE ONLY

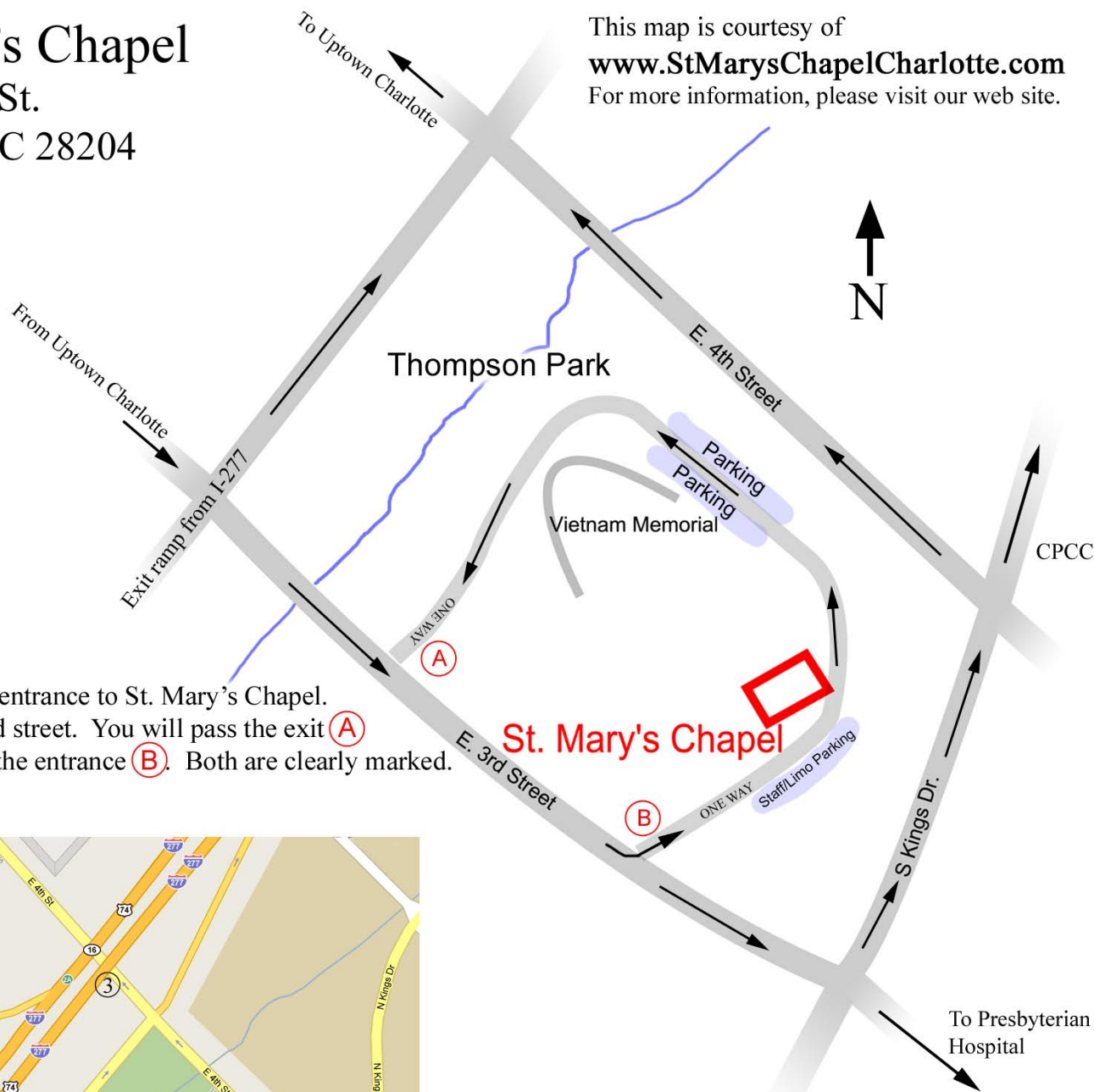
RECEIPT # \_\_\_\_\_ AMT. PAID \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH  VISA  MASTER CARD

CLASS RENTAL # \_\_\_\_\_ SMC STAFF INITIAL \_\_\_\_\_

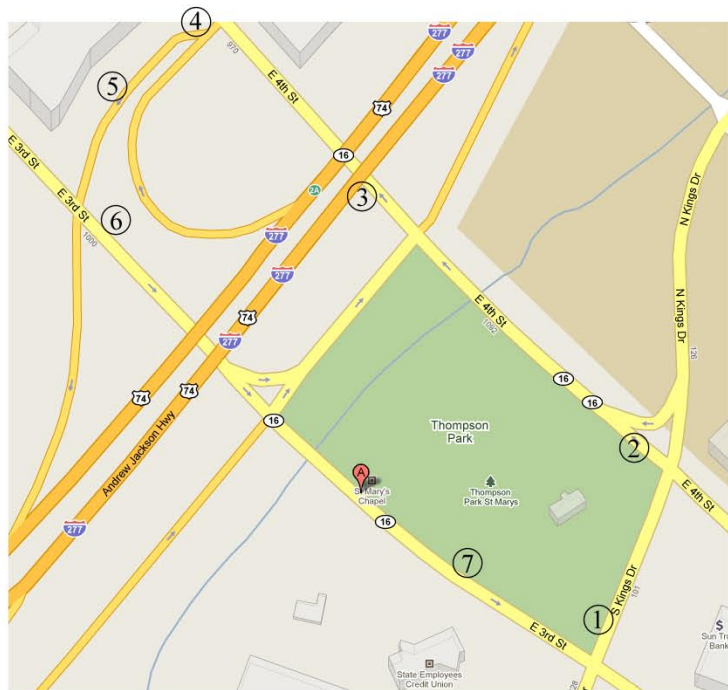
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**St. Mary's Chapel**  
 1129 E. 3rd St.  
 Charlotte, NC 28204

This map is courtesy of  
[www.StMarysChapelCharlotte.com](http://www.StMarysChapelCharlotte.com)  
 For more information, please visit our web site.



There is only one entrance to St. Mary's Chapel. It is located on 3rd street. You will pass the exit (A) before coming to the entrance (B). Both are clearly marked.



If you miss the St. Mary's entrance:

- ① Turn left on Kings Dr.
- ② Turn left on 4th St.
- ③ Go under the freeway.
- ④ Turn left onto the freeway on-ramp to 277
- ⑤ Keep right (do not get on the freeway)
- ⑥ Turn left on 3rd St.
- ⑦ Continue to St. Mary's Chapel entrance.

Recommended Vendors for St. Mary's Chapel  
 bt WedShops.com

**Photographer**

Lem Lynch Photography  
[www.LemLynch.com](http://www.LemLynch.com)  
 (800) 963-9963

**Minister / Officiant**

Rev. Patrick Maloy  
[www.RevPatrickMaloy.com](http://www.RevPatrickMaloy.com)  
 (704) 263-4677

**Director**

Dottie Maloy  
[www.DottieMaloy.com](http://www.DottieMaloy.com)  
 (704) 263-4677

**St. Marys Rentals**

Lesley McDowell  
[www.DecorByLesley.com](http://www.DecorByLesley.com)  
 (704) 263-4677

**Florist**

Carolyn Shepard Design Group  
[www.CarolynShepard.com](http://www.CarolynShepard.com)  
 (704) 523-5237