



Holy Wisdom Monastery
2022 Wedding Handbook



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Holy Wisdom Monastery

Introduction

Congratulations on your upcoming wedding! Holy Wisdom Monastery is the home and workplace of Benedictine Women of Madison, an ecumenical monastic community. We welcome all faiths and extend our hospitality to guests with any or no religious or spiritual background.

The following guidelines have been established to enhance the respectful use of the facility during wedding ceremonies and to make your day as special as possible.

Scheduling a Ceremony Time:

Couples may schedule any four-hour time block for a wedding. This time block may be anytime between the hours of 8 am to 8 pm.

Please note: Weddings are *not* scheduled at Holy Wisdom Monastery during Holy Week, on Easter Day, Thanksgiving Day, Thanksgiving weekend and Christmas Eve through New Year's Day.

Requesting Additional Time:

If you find that a four-hour time block is not enough time for your ceremony, you may schedule additional time (non-refundable) at the rate of \$135 per hour. If a wedding runs over the allotted time, the couple will be responsible for paying the additional time used, and this fee may be deducted from their damage deposit.

Scheduling Your Rehearsal:

A one-hour rehearsal is held the evening prior to the day of the wedding. Please have all guests in attendance 15 minutes prior to the assigned start time.

Wedding Coordinator:

Holy Wisdom Monastery will have a professional wedding coordinator available to oversee or assist with the rehearsal and the wedding.

Wedding Officiant:

Couples must arrange for an officiant on their own. A list of officiants is available from your wedding coordinator.

Music:

It is the couple's responsibility to contact and pay the musicians whom you wish to play or sing at your ceremony. The monastery's piano and organ may be used at no additional cost.



Rehearsal Dinners and Receptions:

Wedding rehearsal dinners and receptions are usually held in the main monastery building's gathering area, guest dining room and patio. These areas combined accommodate up to 200 guests. Rehearsal dinners immediately follow wedding rehearsals and must conclude by 9 pm. Our standard reception package allots an additional four hours in addition to the four hours dedicated to the ceremony and must also conclude by 9 pm. Alternatively, information about an extended weekend wedding package that permits later receptions is available upon request.

Additional fees apply for rehearsal dinners and receptions and are detailed in our "Special Event Handbook" available from your Holy Wisdom wedding coordinator. The monastery offers couples having both a ceremony and reception at the monastery a 10% discount on the rental rate of the gathering area, guest dining room and patio.

Room Options for Ceremonies

Assembly Room:

The Assembly Room is the main chapel in the monastery building and has a capacity of 300 people. The chairs are set up in an octagon that reflects the shape of the room. Included in the wedding fee is the Assembly Room, two dressing rooms, the use of the gathering area next to the Assembly Room for your guests to socialize before and after the ceremony and the assistance of a monastery wedding coordinator to guide the rehearsal and the ceremony. Holy Wisdom also has air conditioning and ample parking for your guests. Live streaming service is available for an additional fee of \$100.





Outdoor Ceremonies:

The Lake Lawn, which overlooks the 10,000-year-old glacial Lost Lake, is a beautiful option for an outdoor wedding. The space seats up to 300. The wedding coordinator can show this location to the couple during a tour of the facility.

If a couple decides they would like to hold their ceremony outside, but the weather does not cooperate, the ceremony can be moved inside to the Assembly Room at no extra charge. Couples choosing to use the Lake Lawn for their ceremony will need to provide a sound system and chairs for their guests.

Fees and Payments

Total fee for ceremony:

Assembly Room Ceremony Fee:

\$1,590 + \$200 refundable damage deposit

Lake Lawn (Outdoor) Ceremony Fee:

\$1,690 + \$200 refundable damage deposit

All rates are subject to change.

Holy Wisdom Monastery Sunday Assembly members receive a 10% discount.

Damage Deposit:

- The damage deposit will be returned within 30 days after the ceremony if there is no additional cleanup, extended times or damage to the equipment or facility caused by the couple, guests or contracted vendors.
- Additional charges may be incurred if the cost to repair the damage is more than \$200. An itemized bill will be submitted to the couple for reimbursement.

Reservation Fee:

A **non-refundable reservation fee**, which is 50% of the total ceremony fee, plus the \$200 damage deposit, is required with the Ceremony & Reception Reservation Form when reserving the date.

- If after 10 business days the deposit has not been received, the reservation will be removed from our calendar.

Final Payment:

The balance of all fees must be paid **two weeks prior to the ceremony**.





Rules and Guidelines for Using the Monastery Facilities

Setup for the Ceremony:

The Assembly Room has a capacity of 300 people. The organ and piano may not be moved. Up to two sections of chairs may be removed or rearranged for a \$285 fee.

Dressing Rooms:

Separate dressing rooms with private bathrooms will be provided for the couple and their attendants at no additional fee.

Wedding Arch:

We offer a wedding arch for use during outdoor weddings as a backdrop for the couple. Flowers or greens can be attached to the arch using twist ties or pipe cleaners. The rental fee for the arch is \$150.

Decorations:

The couple is responsible for designating friends or family members who will install and remove the decoration before and after the ceremony. All décor must be removed from Holy Wisdom on the day of the ceremony.

Florists:

The couple may use the florist of their choice. Arrangements for flowers are the responsibility of the couple. The couple is responsible for coordinating the delivery and removal of all flowers within the ceremony time block.





Hanging Decorations and Signs

No tacks, staples, nails, wire, glue, sticky tape, screws, pins or gum may be used on the walls, floor, woodwork, chairs or furnishings.

The monastery is decorated during the season of Advent, Christmas and Easter. Once these decorations are in place, they are not to be removed until after the end of the season, but the couple may incorporate them into their wedding scheme.

Candles:

Couples must provide their own candles for the ceremony, including a unity candle and tapers. Due to fire codes and safety issues, there shall be no candelabras or candles standing in the aisles or fastened to chairs. The unity candle and two side tapers do not need to be enclosed with a glass hurricane as long as they remain on the altar.

Rental Equipment:

Outdoor weddings must arrange for the rental of chairs and sound system/microphones, if needed. You

may contract with a rental service of your choice. Because this facility does not have room to store equipment for the following day, all rental equipment must be delivered and picked up on the day of the ceremony. These items may not be left or stored at Holy Wisdom Monastery beyond the reserved time block. Leaving rental equipment at the monastery will automatically result in forfeiture of the \$200 damage deposit.

Rice, Birdseed, Glitter, Flower Petals, Sand and Confetti:

Rice, birdseed, glitter, real flower petals, sand and confetti may not be used in and around the monastery. A flower girl may drop artificial flower petals down the center aisle which must be picked up after the ceremony. Outside the monastery you may blow bubbles, light sparklers, release butterflies or anything else approved by your Holy Wisdom Monastery wedding coordinator and is environmentally-friendly.

Sound System:

The use of the sound system and microphones for indoor weddings are included in the ceremony fee. Recorded music from CDs and MP3 players can be broadcast through the monastery sound system. Holy Wisdom Monastery staff does not play recorded music during ceremonies. You will need to designate a guest to cue and play music on the sound system. Outdoor weddings must provide their own sound system and microphones.

Food and Beverages:

Outside food and beverages for your guests are not allowed. A beverage bar set up indoors is available for couples if they choose. The indoor beverage bar may include a maximum of three of the following: regular/decaf coffee, ice water, hot tea, iced tea or lemonade. The beverage bar is set up in the monastery's gathering area and is available for a fee of \$135 for set up and \$2.10 per person.

Bringing food and drinks for only the wedding party (such as bottled water, sandwiches or snacks) is allowed. Please note: all trash, food, water bottles, etc. must be cleaned up within your time block. A refrigerator is not available for food or beverages.

Marriage License:

A valid marriage license, issued by the state of Wisconsin, and acceptable for use in Dane County must be brought to the rehearsal or wedding. Your officiant will fill out the license, your two witnesses sign it, and then the officiant sends it to the Dane County Clerk's office. The marriage license is then processed and becomes your wedding certificate.

For couples that live in Dane County or from another state, a marriage license may be procured by contacting the Dane County Clerk's Office in the City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI / 608-266-4124.

For couples that reside in a different Wisconsin county, you are required to apply for the license in the county in which you live. After the ceremony, the license will be filed in Dane County.

*****Holy Wisdom is in the Township of Westport*****

Questions:

If you have further questions about reserving Holy Wisdom for your wedding or ceremony or would like to set up an appointment for a tour of Holy Wisdom Monastery, please contact Monica Jefcoat, personal retreat and event coordinator, at bmiller@holywisdommonastery.org (preferred), or 608-836-1631 x 158.





Holy Wisdom Monastery 2022 Wedding Reservation Form

Assembly Room Ceremony Fee:

\$1,590 + \$200 refundable damage deposit

Lake Lawn (Outdoor) Ceremony Fee:

\$1,690 + \$200 refundable damage deposit

50% of Ceremony Fee + \$200 Damage Deposit is required to confirm reservation.

Please complete this form and return with **non-refundable deposit** and **damage deposit** to:

Holy Wisdom Monastery, Attention: Weddings, 4200 County Road M, Middleton, WI 53562

e-mail: bmiller@holywisdommonastery.org

Make checks payable to Benedictine Women of Madison

Today's Date: _____ Estimated # of Guests: _____

Rehearsal Date: _____ Rehearsal Time (ONE HOUR): _____

Ceremony Date: _____ Ceremony Time: _____

Ceremony Time Block (anything over 4 hours is \$135 per hour): _____

You may not arrive earlier or stay later than your chosen time block unless you pay for additional hours.

*** When determining the time of the ceremony, please consider the time needed for decorating, dressing, guest arrival, picture taking before and after the wedding and cleanup after the wedding.*

Couple information:

Name 1: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Email Address: _____

(over)

Name 2: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Email Address: _____

Name and address where the damage deposit should be mailed after the ceremony: _____

Officiant Name/email: _____

Please reserve for us:

Live Streaming Service (for indoor weddings only, \$100)

Indoor Beverage Bar (\$135 set up and \$2.10 x _____ guests)

Wedding Arch (for outdoor weddings, \$150)

Additional hours: (\$135 each hour x _____ hours)

How you heard about Holy Wisdom Monastery: _____

If you found us on the Internet, which website? _____

Wedding/Ceremony Contract:

We have read the Holy Wisdom Monastery Wedding/Ceremony Handbook and agree to abide by all guidelines and policies as stated. If property damage occurs during the rehearsal or ceremony, we agree to reimburse Holy Wisdom Monastery for such damages. The undersigned agrees to hold Holy Wisdom Monastery harmless of any claims, losses or damage that result from activities during the rehearsal and/or ceremony, by the undersigned, their guests and any other parties participating in the wedding.

Signature

Date

Signature

Date