

**REQUEST FOR USE OF THE CHAPEL:**

Person making request: \_\_\_\_\_

For Weddings (please provide full names):

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time of event: \_\_\_\_\_ Number attending: \_\_\_\_\_

Type of event:

- Wedding\*             Funeral             Memorial Service
- Recital/Concert     Baptism             Renewal of Vows
- Use of Memorial Garden Labyrinth & Chapel Woods
- Special Service     Other, please specify: \_\_\_\_\_

\* If requesting a wedding date, you also must schedule the Wedding Rehearsal:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

I, \_\_\_\_\_, have read the Chapel Rules and agree to comply with the stated Guidelines and agree to the Fee Schedule.

Responsible person(s): \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Any changes and/or adjustment to this agreement will be attached and signed by the Board of Directors or Executive Committee, stating approval of changes. Confirmation of your request should arrive within 7 days.

Mail this panel to: Frank H. Kenan Chapel, 510 Arboretum Drive, Wilmington, NC 28405, or make a request online at [www.kenanchapel.com](http://www.kenanchapel.com)

**For Chapel Use Only**

Date request received: \_\_\_\_\_

This request was  Granted, Date: \_\_\_\_\_

Denied, Date: \_\_\_\_\_

Fee: \_\_\_\_\_

\_\_\_\_\_

Signed (Chapel Representative)

**FEES:**

Due on date of confirmation. (Fees are subject to change.)

- Wedding and Rehearsal.....\$800  
*A deposit of one half of the fee is due when requested date has been approved. The balance of the fee is due one month prior to the wedding.*
- Memorial Service or Funeral .....\$400
- Memorial Service or Funeral with Plaque in Garden.....\$1100
- Plaque, Use of Garden without Service.....\$700
- Service/Funeral with Marker in Labyrinth or Chapel Woods.....\$1500
- Baptism .....\$300
- Renewal of Vows, Special Service, Recital, Concert.....\$300  
*If usage includes rehearsals or additional days of use, the fee will be subject to additional charges.*
- Individual Meditation or Prayer ..... No Charge
- For other requests or variations of the above, please contact the Chapel.

**ADDITIONAL FEE:**

It is the responsibility of the users to leave the Chapel in a clean and orderly fashion. All extra items such as flowers, vases, boxes, etc. used in the Chapel should be removed on the day of the event. If these extra items are not removed, or clean up is excessive, there will be a \$50.00 charge.

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The Frank H. Kenan Chapel at Landfall is an interfaith facility that provides a setting for religious, spiritual, and cultural activities, such as weddings, baptisms, recitals and concerts, memorial services and individual meditation and prayer.

The Chapel is not used for regular services.

The Chapel is used primarily by the residents of Landfall and the greater Wilmington area; however, anyone is welcome to make a reservation for a private event.



www.KenanChapel.com

The Frank H. Kenan Chapel is conveniently located in the Landfall Community, close by the Arboretum Gate off Military Cutoff Road. It is situated in peaceful surroundings with beautifully maintained landscaping. The Chapel interior is tastefully decorated and well equipped. The many features include excellent acoustics, lighting, and beautiful furnishings for any type of event. A lovely Memorial Garden, Labyrinth, and Chapel Woods offer quiet areas for outdoor services, or a place for individual solitude and reflection. The Country Club of Landfall's Nicklaus Clubhouse is a popular choice for receptions and is less than a five minute drive away. There is ample parking at both locations. Landfall volunteers will assist you in planning your event, to make it a truly successful and memorable occasion.

### CHAPEL FEATURES OF INTEREST:

**The Memorial Garden, Labyrinth, and Chapel Woods.** These tranquil areas offer serene locations for peaceful meditation or for outdoor services including the interment of ashes of loved ones.

**The Stained Glass Window.** The Chapel's stained glass rose window was created by Willet Stained Glass Studio in Philadelphia, Pennsylvania. The deep red and blue glass window, six feet in diameter, is made from choice, mouth blown pot metal with imported and domestic glass. It was donated to the Chapel by the Kenan family.

**The Pipe Organ.** The Opus 43 Organ, installed in 2005, was handmade by Taylor and Boody Organbuilders in Staunton, Virginia. The casing is crafted of solid black walnut and is patterned after a typical, small 18th century English organ to accommodate the Chapel's intimate size. The sharps and stop knobs are made from Gaboon Ebony. The keyboard naturals are covered in cow bone. The music desk is made of Carpathian Walnut burl. The organ was also donated by the Kenan family.

**The Chandelier.** This circa 1860 antique chandelier was purchased from Chateau Creacy in the Burgundy area of France and was electrified for use in the Chapel.

### GENERAL INFORMATION:

CHAPEL HOURS: 10 A.M. - 5 P.M., SEVEN DAYS A WEEK

The Frank H. Kenan Chapel is open and available for meditation and prayer unless a prior reservation has been made.

The facility may be reserved during the day or night for religious purposes, weddings, funerals, memorial services, and baptisms. It is also available for recitals, concerts and other approved functions on a "first come, first served" basis, and subject to the Usage Guidelines of the Chapel. The Chapel Garden may be used for memorial services to bury ashes or other approved functions. Guidelines for the use of the Memorial Garden, Labyrinth, and Chapel Woods are available upon request.

Florists may decorate up to three (3) hours prior to the event.

CAPACITY: 100 seats (120 with white wood folding chairs)

### RULES AND GUIDELINES:

The Frank H. Kenan Chapel is an interfaith Chapel for religious activities such as weddings, funerals, memorial services, baptisms, bible studies, religious education programs, and for individual meditation and prayer. It is also a place for recitals and concerts and other approved functions.

1. Individuals or groups requesting use of the Chapel should make their request to the Chapel's Board of Directors using the reservation form.
2. Required fees are due once the approval of the date is confirmed. Any fees paid are non-refundable, except with a written notice of cancellation thirty (30) days prior to the event at which time 50% of the amount will be refunded.
3. No admission of any kind may be charged for any service. The Chapel will not be available for functions of a secular nature except for approved recitals and concerts. Donations are most appreciated to defray costs of operation.
4. No food or drink will be permitted in the Chapel, other than as part of a service.
5. Smoking, alcoholic beverages, and profanity are not permitted.
6. There are bathrooms and limited facilities for dressing.
7. The use of candles is limited to the electric candles in the candle holders on the altar and in the standing candelabra. No wax candles are permitted with the exception of the Unity Candle. Please ask about precautions and guidelines.
8. Chapel furnishings must be protected and no tacks, pins, tape, glue or wire may be used to fasten any decoration to the furniture or building. Pew clips may

be used to attach ribbons and/or flowers to the ends of pews. Chapel furniture should not be moved without permission. The Candelabras and Altar Table may not be moved. Nothing should be placed on top of the piano.

9. It is the responsibility of the person making the arrangements to ascertain that all participants are informed concerning the Chapel's guidelines. Said person is responsible for any breakage or damage.
10. Only one wedding will be scheduled per day. When there is a rehearsal and a wedding scheduled for the same day, a minimum of 3 hours is required between the two events with the wedding being given first consideration.
11. Electronic equipment such as speakers and microphones, CD and Tape players may be permitted only with advance approval. Video taping of weddings will be permitted.
12. The Kenan Chapel is a sacred place and therefore should be treated with respect. Music should be sacred or classical rather than secular in nature.
13. No rice, confetti, birdseed or fresh petals may be used inside the Chapel. Birdseed and flower petals may be used on the grounds.
14. An altar cross or fabric canopy for a chuppa can be provided upon request.
15. All non-Landfall residents attending an approved event at the Chapel must enter Landfall at the Arboretum Gate off Military Cutoff Road.
16. The user of the Chapel shall allow photographers, acting on behalf of the Chapel, to photograph the event and to use the photographs for publicity.
17. The person requesting use of the Chapel is responsible for compliance by all attendees of all rules stated herein. Electronic submission of the Kenan Chapel Reservation Form shall be considered a signed understanding of these Usage Guidelines.

### DIRECTIONS:

Enter the Arboretum Gate of Landfall off Military Cutoff. Drive approximately .10 of a mile and the Chapel will be on your right.

### CONTACT:

The Frank H. Kenan Chapel at Landfall  
510 Arboretum Drive, Wilmington, NC 28405  
(910) 256-9578 on weekdays  
info@kenanchapel.com  
www.kenanchapel.com