



TEXAS WOMAN'S UNIVERSITY
**Little Chapel
 in-the-Woods**

Texas Woman's University
 Facility Reservation Request Form

Office of Conference Services
 P.O. Box 425797 | Denton, TX 76204
 940-898-3516 | ConferenceServices@twu.edu

Contact Information

Primary Contact: _____ Phone: _____

Email: _____

Address: _____ City/State/Zip: _____

Alternate Contact: _____ Phone: _____

TWU Alumni/Student? Yes No If yes, Full Name: _____ Graduation Year: _____

Event Information

Event Type: Wedding Ceremony Memorial Service Performance Other: _____

If a wedding ceremony, list the names of the couple as you would like them to appear in the Wedding Book:

Event Location: Little Chapel-in-the-Woods Greenhouse Patio University Gardens

Event Date: _____ Estimated Attendance: _____

Reservation Start Time*: _____ Reservation End Time*: _____

**Please refer to the Chapel, Greenhouse and Gardens Guidelines for details on reservation length.*

Ceremony Start Time (if applicable): _____ (Must be at least 30 minutes after the Reservation Start Time)

Rehearsal Date**: _____ Rehearsal Time**: _____

****Weddings get priority booking time, so rehearsal times are not confirmed until 2 weeks prior to the requested date**

Reception Information (Please skip if not hosting your reception at TWU)

Reception Location: Hubbard Hall (list room): _____ Other _____

Are you selecting one of our wedding packages? Yes No Not sure yet. Will alcohol be served? Yes No

If yes, which package? _____ If no, which caterer will you use? _____

Reception Start Time*: _____ Reception End Time*: _____

**Note about rental time: The Sapphire and Ruby packages include a three-hour reception. The Emerald and Diamond packages include a four-hour reception. Standard rental without a package is four hours.*

Decorating Date/Time (optional): _____ Clean Up Time (optional): _____

Wedding Enhancements (optional)

Little Chapel-in-the-Woods Keepsake Ornament - \$10 each Quantity: _____ (one included with wedding packages)

Pair of custom engraved champagne flutes - \$25 (included with wedding packages)

I have read and understand Operating Policies & Reservation Procedures and the Chapel & Gardens Guidelines & Information, which are incorporated by reference herein, and agree to abide by their provisions. This event is not confirmed until I receive notification from Conference Services.

Printed Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY:	ARA _____	BK _____	CAL _____	CONF _____
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