



WEDDINGS
Birks Heritage Chapel
McGill University



The William and Henry Birks Building
3520 University Street
Montreal, Quebec H3A 2A7
Telephone: (514) 398-4121
Fax: (514) 398-6665
Chapel Coordinator office hours: Wednesday, 9:00-5:00
Email: chapel.relg@mcgill.ca



Birks Heritage Chapel, William and Henry Birks Building, McGill University

The **Birks Heritage Chapel** is located in the William and Henry Birks Building, 3520 University Street, 2nd floor. The Birks Heritage Chapel is available for rental for religious services, weddings, baptisms/naming ceremonies and memorial services to members of the University community. It should be noted that the Chapel is dedicated for Christian worship, **but** it may also be used by people of other faiths within the McGill community.

You may visit the Chapel Monday through Friday, between 9:00 a.m. and 5:00 p.m.; details of the service should be discussed with the officiating minister. **Please note that the Birks building is closed on Fridays during the months of June, July and August.**

The contact for the Chapel is chapel.relg@mcgill.ca.

WEDDINGS IN THE CHAPEL

The Birks Heritage Chapel is available for rental to members of the McGill University community only; that is, faculty, students, alumni, staff members, and members of the McGill teaching hospitals. It is the responsibility of the couples renting the chapel to hire a Minister/Officiant/Priest/Notary/Lawyer to perform their marriage. If either of the parties is a member of a local church, its minister/priest should be consulted; he/she may be prepared to conduct the wedding in the Chapel. For persons who do not have a community of worship in Montreal, the McGill University Chaplains may be asked to perform the marriage service. A suggested list of Christian and Non-Christian ministers can be found on page 12.

APPLICATION

- (a) Bookings should be made as far in advance as possible, especially for summer weddings. *Tentative bookings will be held for a maximum of four (4) weeks only.* Please confirm your booking by email with the Chapel Coordinator (chapel.relg@mcgill.ca). Office hours are on Wednesdays, 9:00 a.m.–5:00 p.m.
- (b) The completed ‘**Wedding Application Form**’, payment of the chapel fee, and all other required documents must be submitted to the Chapel Coordinator (chapel.relg@mcgill.ca), 3520 University Street, room 102, at least a minimum of (6) six months before the date of the wedding

Please note that if the wedding is cancelled for whatever reason after the chapel fee payment has been paid, there will be a ‘Cancellation Administration Fee’ of \$150.00.

For **commemorative purposes** (or reaffirmation of weddings) a statement of your marriage celebration at the Birks Heritage Chapel will be issued. Please note that this is not a legal document.

The civil law of the Province of Quebec declares that the ‘intention to be married’ be posted in a public place **twenty (20) days prior to your marriage celebration**. It is imperative that your dossier be completed and submitted to the Chapel Coordinator at least (6) six months prior to your marriage date in order for your “intention to be married” to be posted in the foyer of the Birks Building.

Further information can be found at these websites:

<http://www.justice.gouv.qc.ca/english/publications/generale/maria-a.htm#notice>

<http://www.etatcivil.gouv.qc.ca/en/marriage-civil-union.html>

CHAPEL RENTAL PROCEDURE

In order to finalize your reservation for the chapel rental you must submit the documents listed below to the Chapel Coordinator:

1. Proof of your **McGill University affiliation**, e.g., a copy of your McGill student ID card, your McGill diploma **or** your McGill employee/ faculty/hospital ID card;
2. **Proof of Existence**, (a copy of your Birth Certificate and/or passport, for bride and groom or partners)
3. A completed copy of the **Application for a Wedding** (McGill internal form)
4. If one of the couple has been *divorced* **and/or** *widowed*, you must **also** submit a copy of the divorce decree and/or death certificate.
5. **Payment** of Chapel Rental fee. Please make cheques payable to “McGill University, Religious Studies”

Once all your documents and payment are received the Chapel Coordinator will prepare a contract that must be signed to finalize the rental.

IMPORTANT: Please note that the Province of Quebec (Directeur de l'état civil) requires that your officiating minister/officiant complete a 'Declaration of Marriage' form (DEC-50) on your behalf and submit it to the Government. It is the responsibility of your **officiating minister/officiant to complete and submit the DEC-50 form.**

Sample of a Declaration of marriage

The Declaration of marriage enables the Registrar of Civil Status to draw up the act of marriage and enter it in the register of civil status.

MINISTER / OFFICIANT

- (a) **IMPORTANT:** Please note that the Province of Quebec (Directeur de l'état civil) requires that your officiating minister/officiant complete a 'Declaration of Marriage' form (DEC-50) on your behalf and submit it to the Government. It is the responsibility of your **officiating minister/officiant to complete and submit the DEC-50 form.** On the day of the wedding, five signatures are required on this official government form: bride, groom, officiating clergy and two witnesses. The officiating minister/officiant must ensure the accuracy of the entry and the correct placement of signatures on the day of the wedding.
- (b) The 'intention to be married (notice of marriage)' will be posted on a public notice board in the foyer of the Birks Building.
- (c) The contracting parties are responsible for discussing all arrangements and his/her particular responsibilities with the officiating minister/officiant.

The name of the officiating minister/officiant must be specified on the application form and must by law be one who is licensed to conduct marriages within the Province of Quebec (i.e. must have a 'code of officiant'). Since the Birks Heritage Chapel is not attached to any denomination, the above procedure should be carefully observed. A suggested list of Christian and Non-Christian ministers can be found on page 12.

Please take note: *weddings must start and end at the times specified in the 'Wedding Agreement' contract as other weddings may be scheduled for the same day. An additional fee of \$100.00 per hour (plus taxes) will be charged for any additional time.*

ROMAN CATHOLIC SERVICES

The Archdiocese of Montreal permits Roman Catholic marriages in the Birks Heritage Chapel for regular worshipping members of the MCGILL NEWMAN CENTRE, the Roman Catholic Chaplaincy for McGill University. **Roman Catholics wishing to be married must contact their parish priest and the Newman Centre chaplain. There is a fee payable to the centre for the preparation of Catholic services. For further information,** contact the Administrative Coordinator (Ms. Linda Diez), Newman Centre, 3484 Peel Street, telephone (514) 398-4106 or (514) 398-4107. You can also e-mail newmancentre@mail.mcgill.ca.

BASIC COST FOR THE USE OF THE CHAPEL

Registered McGill Students (part-time or full-time)	\$450.00 + taxes
Others (Alumni, staff)	\$700.00 + taxes

Other Fees are detailed in **Appendix A**.

Please make **cheques (money order) payable to: 'MCGILL UNIVERSITY – Religious Studies'**

CHAPEL RENTAL

Marriages can be celebrated in the Chapel **only** when the building is not in use for academic purposes. During the academic session (September to April inclusive—fall and winter classes; and May to July inclusive—summer classes). This restricts the **rental of the Chapel to Saturdays; and Sundays after 3 p.m.** Also take note that the Chapel is not available from December 22 to January 4.

The Building and Chapel will be open approximately **one (1) hour before** the ceremony and **(one) 1 and a half hours (1 ½) after** the ceremony (for example, if you wished to have your service at 4:00 p.m., then the use of the building/chapel would be between 3:00 p.m. and 5:30 p.m.).

REHEARSALS

If a rehearsal proves necessary; you may rent the chapel for a maximum of **one and a half hours**, during which time the Organist (or other musicians) can practise. It would be necessary to make arrangements with the Organist if you would like him to attend the rehearsal.

Rehearsals can be scheduled on Fridays between 3:00 p.m. and 4:30 p.m. for a fee of \$150.00 (plus taxes). You may schedule a rehearsal on Fridays after 5 p.m. for a fee of \$400.00 (plus taxes). **Please note that during the months of June, July and August rehearsals can only be scheduled on Thursdays, as the Birks Building is closed on Fridays.**

BRIDAL / FAMILY ROOM

The Senior Common Room (Room 100) is set aside for the use of the Bridal Party/Family during weddings. The room is open at the same time that the building is available for a wedding.

Please note that alcoholic beverages are not allowed in the building, but you may bring non-

alcoholic beverages (juice/water) and light snacks.

CAPACITY OF THE CHAPEL

The Chapel holds approximately **150 people**. There are eleven (11) pews on both sides of the Chapel, 2nd floor, which seat approximately 6 to 8 people each. There is also a balcony on the 3rd floor which seats approximately 30 people.

AMENITIES

IMPORTANT: Chapel furnishings *cannot be moved or removed*.

It is forbidden to nail, tack or tape anything to the wood or the floors. Sticky tack (easy to apply and remove) may be used. If anything in the Chapel or the building is damaged you will be charged a ‘Damage Fee’ of \$200.

The use of **confetti, rice, flower petals (real or fake) and bubbles**, are **strictly forbidden** inside/outside the Chapel; and immediately outside the building. **ALSO**, an **aisle runner** is **NOT** allowed in the chapel.

Bubbles, rice and flower petals can be used ONLY outside the building.

Photographers are allowed.

Two wooden flower stands are available upon request.

ORGAN

Should you decide to have organ music at your marriage celebration, the Birks Heritage Chapel Organist, Mr. Scott Bradford (B.Mus. (Toronto), M.Mus. (McGill)), **must be contacted first**, (he has the ‘right to first refusal’). Mr. Bradford can be reached at **(514) 951–2947** or via e-mail scott.bradford1@sympatico.ca. His fee is **\$150.00**, which is payable to him directly. There are additional costs for rehearsals with the organist. (See Appendix B for more details.)

PIANO

The piano in the chapel, which is tuned on a regular basis, is available for use. If you wish to have the piano tuned specifically for your wedding, this can be arranged for an additional fee of \$150.00 (taxes included).

You may bring in your own *sound system (small) with speakers (CD Player or iPod)*.

Alternate musicians (as a suggestion) can be hired through McGill’s Faculty of Music, Gig Office (514) 398–8157.

PARKING

We do not provide parking for wedding parties or guests. Please contact the McGill University Parking Services at (514) 398–4559 for information about fees and arrangements for parking on campus **or** visit their website at <http://www.mcgill.ca/transport/parking/downtown/wedding-parking>. You can also check the City of Montreal website for information on reserving parking spaces in front of the Birks Building at the time of the wedding: <http://www.statdemtl.qc.ca>.

POSSIBLE RECEPTION LOCATIONS ON MCGILL UNIVERSITY CAMPUS

- Thomson House: 3650 McTavish Street, (514) 398–3756
- Faculty Club: 3450 McTavish Street, (514) 398–6660
- McCord Museum: 690 Sherbrooke Street West, (514) 398–7100

APPENDIX A

SUMMARY OF FEES:

The *Birks Heritage Chapel Fees* are to be *paid in full to confirm your booking*:

- | | |
|--|--------------------------------|
| 1. McGill Students (registered part-time or full-time) | \$450.00 + <u>TAXES</u> |
| 2. McGill Employees, Alumni or hospital employees | \$700.00 + <u>TAXES</u> |
| 3. <u>Rehearsals, if needed (contact Chapel Coordinator):</u> | |
| ▪ (September to May: <i>Friday</i> from 3:00–4:30pm): | \$150.00 + <u>TAXES</u> |
| ▪ (June to August: <i>Thursday</i> from 3:00–4:30pm): | \$150.00 + <u>TAXES</u> |
| ▪ (September to May: <i>Friday after 5pm</i>): | \$400.00 + <u>TAXES</u> |
| ▪ (June to August: <i>Thursday after 5pm</i>): | \$400.00 + <u>TAXES</u> |

Additional fees, if necessary:

- | | |
|--|---|
| ▪ Cancellation Fee | \$150.00+ <u>TAXES</u> |
| ▪ Additional time (over the time re: agreement) | \$100.00 per hour + <u>TAXES</u> |
| ▪ Damages to the chapel and/or building | \$200.00+ <u>TAXES</u> |

Payment of Chapel Rental fee. Please make cheques payable to “McGill University, Religious Studies”

APPENDIX B

ORGAN MUSIC FOR WEDDING CEREMONIES

The list below is intended to give you some titles to research, if you wish. I can also play samples of this music on my piano over the phone. And I am open to your suggestions of other music. I work with many professional singers and trumpeters who can also enhance your wedding ceremony.

Scott Bradford: Birks Heritage Chapel Organist, B.Mus. (Toronto), M.Mus. (McGill), A.R.C.T. (Piano Performance)

Phone number: (514) 951-2947

E-mail: scott.bradford1@sympatico.ca

Processional

Trumpet Tune – Henry Purcell
Trumpet Voluntary – Jeremiah Clarke
Wedding March (Marriage of Figaro) – Mozart
St. Anthony's Chorale – J. Haydn
Concerto in C major (after J. Ernst) – J.S. Bach
Allegro Maestoso (Sonata No. 2) – F. Mendelssohn
Grand Choeur Dialogue – Eugene Gigout
Promenade (Pictures at an Exhibition) – Mussorsky
Prelude to a Te Deum – M.A. Charpentier

Signing of the Register

Andante (Trumpet Concerto in E flat) – J. Haydn
La Rejouissance (Music for Fireworks) – G.F. Handel
Trumpet Tune – Albinoni
Hornpipe (Water Music) – Handel
Wachet Auf (Cantata 140) – J.S. Bach
Jesu, Joy of Man's Desiring (Cantata 147) – Bach
Romanze ("Eine Kleine Nachtmusik") – Mozart

Recessional

Finale (Symphony No. 1) – Louis Vierne
Toccata (Symphony No. 5 in F) – C.M. Widor
Hornpipe (Water Music) – Handel
Wedding March (Midsummer Night's Dream) – Mendelssohn
Trumpet Tune - John Stanley



BIRKS HERITAGE CHAPEL
William & Henry Birks Building
3520 University Street, H3A 2A7
McGill University / School of Religious Studies

Internal Wedding Application form

(Please print in block letters)

WEDDING DATE: _____ **TIME OF SERVICE:** _____

RENTAL USE OF BUILDING/CHAPEL: _____

BRIDE / PARTNER

Surname: _____ Given name: _____

Address: _____

_____ Postal Code: _____

If divorced: Divorce Judgement #: _____

Date of Birth (YYYY/MM/DD): _____ Profession: _____

Telephone (daytime): _____ Telephone (evening): _____

Religious Affiliation: _____ (optional)

If non-Canadian, give Immigration Status: _____

E-mail address: _____

GROOM / PARTNER

Surname: _____ Given name: _____

Address: _____

_____ Postal Code: _____

If divorced: Divorce Judgement #: _____

Date of Birth (YYYY/MM/DD): _____ Profession: _____

Telephone (daytime): _____ Telephone (evening): _____

Religious Affiliation: _____ (optional)

If non-Canadian, give Immigration Status: _____

E-mail address: _____

PUBLICATION or DISPENSATION from PUBLICATION: Posted in Birks Building 20 days prior to wedding (by Chapel Coordinator)

FEES (see Appendix A – pg. 7 in the information booklet; to be paid at time of application):

Amount: _____ **Paid:** _____ (Chapel fees)

Instructions for Chapel Assistant

WEDDING DATE: _____

TIME OF SERVICE: _____

Bride/Partner name: _____

Groom/Partner name: _____

OFFICIATING MINISTER or DESIGNATED PERSON

Name: _____

Telephone (during the day): _____

McGILL UNIVERSITY CONNECTION: _____

(Please include a copy of Student ID card, diploma, or employee ID card)

BIRKS HERITAGE CHAPEL ORGANIST:

Yes No

(It would be necessary to contact him.)

USE OF PIANO:

Yes No

Request for tuning (additional charge of \$150.00)

Yes No

OTHER MUSICIANS: Yes No

(If yes, please indicate if small chairs and music stands are needed and how many.)

REHEARSAL: (please confirm with Chapel Coordinator first)

(date and time): _____

Rehearsal Fees: (see Appendix A, pg. 7 in the information booklet, to be paid as soon as possible when a rehearsal has been confirmed): **Amount:** _____ **Paid:** _____

AVAILABLE FOR YOUR USE (no additional cost):

The chapel assistant would be able to help out with any or all of the requests before and after the service, if necessary.

- a) Microphone for readers in the Chapel, if needed: Yes No
- b) Wireless microphone for officiant or wedding couple in the Chapel, if needed: Yes No
- c) Wheelchair access and elevator are available (South side of the building near the driveway), if needed and for your information: Yes No
- d) Sterling silver candlestick holders (approximately 18" high) and white candles (approximately 12" high) can be provided, if needed:



Yes No

e) Sterling silver cross (approximately 18" high) can be provided, if needed:



Yes No

f) Two wooden flower stands (approximately 2' high and 8" in diameter on top), if needed:



Yes No

Other Special Instructions: _____

CHECKLIST OF REQUIRED DOCUMENTS (updated)

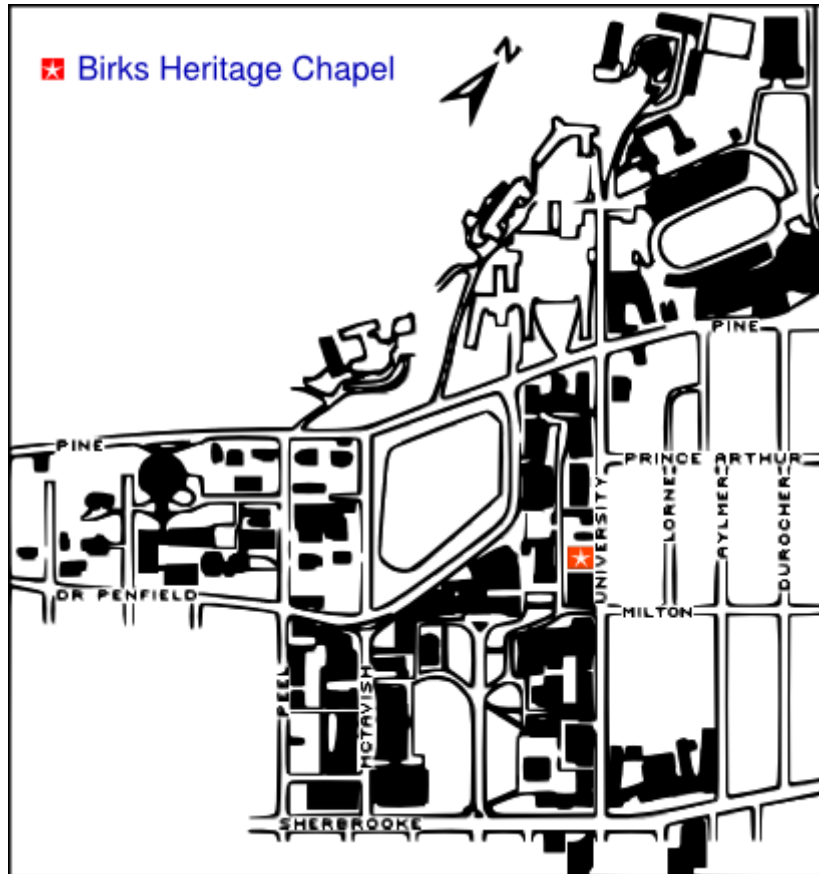
1. Proof of McGill University affiliation; copy of ID card, transcript, or diploma
2. Copy of birth certificates **or** passports for the couple (proof of existence)
3. Copy of divorce decree, *if applicable*
4. Copy of death certificate, *if applicable*
5. Copy of marriage certificate, *if this is a 'blessing/renewal' service*
6. Completed copy of the internal wedding application form
7. Cheque/money order (chapel fees), payable to: 'McGill University – Religious Studies'
8. Cheque/money order (rehearsal fees), payable to: 'McGill University – Religious Studies'



McGill

Birks Building (Campus Map)

3520 University Street
Montreal, Quebec H3A 2A7





William and Henry Birks Building (McGill Archives)

The building was constructed in 1931 of many high quality materials. Stadacona limestone covers the exterior and lends the facade, with its elegant fenestration, a feeling of mass and stability. The interior contains oak panelling, plaster mouldings, wrought iron, stained glass windows, and carved wood and stone Biblical imagery such as the lamb, the true vine, the rose of the passion, the dove, and the pelican. Although there is much ornamentation throughout, it is not superfluous; it accents the function of the building which currently houses the School of Religious Studies.

Two of the most interesting areas of the Birks' Building are the library, which is oak panelled and features pilasters on the walls, and the **Chapel**, which **seats approximately 150 and spans two storeys**. Both rooms are well suited to their function. Each library window features a small stained glass emblem in its centre, yet still allows plenty of light to enter this working area. The Chapel's height and narrowness give it a Gothic air. A large stained glass window of the Ascension dominates the west end and is accompanied by a series of smaller panels around the top of the nave. Because of these windows, only diffuse light enters this somewhat dim hall creating an aura of calm and serenity quite suitable to a Chapel.

The Birks' Building is one of McGill's finest and has served the University well during its plus 80 years.

A Suggested List of Officiating Ministers (Religious / Non-Religious)

*Rev. Rosemary Lambie
Bus.: (514) 634-7015, Ext. 24
E-mail: rlambieucc@gmail.com
**United Church of Canada
(Christian)**

*Rev. Arlen John Bonnar
Bus.: (514) 288-9245
**St. James United Church
(Christian)**

*Rev. Ed Carruthers
Bus.: (514) 695-6248
**Lakeside Heights Baptist Church
(Christian)**

*Rev. Jean-Daniel Williams
*(McGill University Ecumenical
Protestant Chaplain)*
Bus.: (514) 398-4104
Cell/Res.: (514) 475-1704
E-mail: jd@mcgillprotestant.ca
**United Church and Anglican
Church of Canada (Christian)**

(McGill University Priest)
Contact Newman Centre
Bus.: (514) 398-4106 or
(514) 398-4107
E-mail:
newmancentre@mail.mcgill.ca
**Roman Catholic Church
(Christian)**

*Rev. Michel Boulanger
Tel.: (514) 892-0361
E-mail: michel.boulanger@videotron.ca
Website:
<http://www.mariagesabrasouverts.com/en/>
(Spiritual and Christian)

Lucille Marr
Res: (514) 286-0713
E-mail: lucille.marr@gmail.com
**Mennonite Church Eastern
Canada (Christian)**

*Rev. Heather Fraser-Fawcett
Res.: (514) 457-2522
Bus.: (514) 695-3031 or
(514) 630-1512
E-mail: hfraserfawcett@bell.net
**Lakeshore Unitarian Universalist
Cong. (Spiritual)**

***Abbess:** Zengetsū Myōkyō, Osho
Tel.: (514) 842-3648
E-mail: info@enpuku-ji.org
Enpuku-ji (Zen Centre, Buddhism)

*Rev. Scott Hunter
Res: (514) 697-0651
E-mail: scottvalois@live.ca or
scottliz2008@sympatico.ca
**United Church of Canada
(Christian)**

Shoshanna Green (Lay Chaplain)
Res.: (514) 426-0843
Bus.: (514) 485-9933
E-mail: shoshannag@gmail.com
**Unitarian Church of Montreal
(Spiritual)**

*Caroline Jondahl (Lay Chaplain)
Res.: (514) 485-3920
Bus.: (514) 485-9933
E-mail: caroline.jondahl@gmail.com
**Unitarian Church of Montreal
(Spiritual)**

*Rev. Michel Gervais, BA, PhD.
Res: (450) 471-0321
E-mail: fsevmontreal@fsev.net
FSEV (Spiritual) (www.fsev.net)

*Mr. Frank Catalano – Notary
Tel.: (514) 363-4130
E-mail:
fcatalano.notaire@outlook.com
(Civil)
**(mention to Mr. Catalano that
referral by Birks Heritage Chapel)**

*Normand Gosselin (Lay Chaplain)
Res.: (514) 823-0672
Bus.: (514) 485-9933
E-mail: ngosselin@ucmtl.ca
**Unitarian Church of Montreal
(Spiritual)**