



## ***Rice University Chapel Musician Information***

The following musician is the contact and coordinator for authorized musicians of weddings in the Rice Memorial Chapel.

**Phillip Kloeckner**  
**Tel. and Fax: 713-668-4601**  
**Email: [pdk@rice.edu](mailto:pdk@rice.edu)**

Initial arrangements must be made directly with the Reservationist prior to contacting the musician by completing the “Chapel Musician Agreement” provided by the Student Center Reservationist. Return this contract **within 30 days of the reserved date and deposit** of the Chapel, Send a check **payable to Phillip Kloeckner, 6 months prior** to the reserved date for the wedding rehearsal to the address listed below. The Reservationist will distribute the contract to all parties involved and will forward the check to the musician.

If you have challenges reaching the musician to set-up an appointment for consultation or questions regarding this matter, please contact our Reservationist at 713-348-3778.

Thank you for your reservation in the Rice Memorial Chapel.

### **Chapel Organist Policies**

1. This contract should be completed **concurrently** with the completion of the Chapel Wedding Contract.
2. A non-refundable fee of \$200.00, payable to Phillip Kloeckner, must be submitted 6 months prior to the Wedding Rehearsal date. This fee covers an initial consultation with the musician to choose music for your ceremony as well as the musician’s performance at any half hour of the rehearsal and at the wedding. The musician will play the music agreed upon during the consultation.
3. If further consultations and/or additional rehearsal time are required of the musician, additional charges of \$50.00 per hour will apply
4. Rice University and the Student Center will be held free of all responsibility and liability, financial or otherwise, involved in the musical presentation of any event.

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