

CHAPEL HILL POLICY

Welcome to Chapel Hill. We look forward to helping you prepare for your wedding. Out of consideration for all, we have formulated the following policies.

Chapel

We strive to make our chapel a friendly and hospitable place for everyone, and ask that you treat our chapel with the same reverence and respect that you would give your own place of worship. No food or beverages of any kind, other than what is used during the ceremony are permitted in the chapel or brides room.

Clergy

The Chapel is nondenominational; couples are responsible for hiring their own clergy. We are able to welcome all clergy and faiths, since the Chapel was deconsecrated by the Rochester Catholic Diocese. We are not permitted to have a Catholic priest officiate a wedding ceremony. We can allow judges and justices of the peace to officiate weddings for civil ceremonies.

Balcony

In accordance with the Fire Prevention and Building code and due to liability reasons, the Chapel Balcony is restricted to use **ONLY** by Organists, Soloists, Musicians and Photographers. It may not be used for additional seating.

Music

Please inform your hostess of your music prior to your event. If your musicians request a rehearsal, there is an additional fee of \$50.00 for one hour rehearsal time. Additionally, they will need to schedule an appointment by calling (585) 647-6116.

Candles

Special care must be taken when using candles. Candles are not permitted on the pews, but are permissible in glass holders or candelabras that may be obtained by your florist. Dripleless and smokeless candles are mandatory. The lighting of the candles should be done by your florist or wedding hostess. Snuff out candles before their removal, which allows the wax to harden and ensure no dripping.

Flowers

Flowers and other decorations may **NOT** be tacked or glued. String or ribbon work very well. It is necessary that your flowers arrive inside of your time slot. Flower arrangements should be delivered by your florist completely assembled; we do not have the necessary space to accommodate flower arranging or to store flowers until your time slot. It is not the responsibility of the Chapel staff to pin flowers. Please make arrangements with your florist or a designated family member(s) to remove the flowers, floral boxes and debris from the chapel. Rice, confetti and birdseed are **NOT** permitted in the chapel or on the grounds for liability and safety reasons. Silk rose petals are allowed within the Chapel.

Personal Items

Chapel Hill, 8 Prince Street Associates, Flower City Management and its employees are not responsible for lost, misplaced or damaged items.

Invitations

The official name and address of the chapel is: Chapel Hill, 8 Prince Street, Rochester, New York 14607. In addition, please include that guest parking is located behind the Chapel with your invitation.

Photography

Flash photos and videotaping are permitted for non-commercial use. You should check with your clergy regarding photos being taken during your ceremony.

Wedding Ceremony times

Weddings are scheduled on Fridays, Saturdays and Sundays. Other days can be scheduled after checking with Flower City Management. You have the use of the chapel during the following days and time frames:

Friday

<u>Arrive</u>	<u>Ceremony</u>	<u>Depart</u>
12:00pm	1:00pm	3:00pm
3:00pm	4:00pm	6:00pm

Saturday

<u>Arrive</u>	<u>Ceremony</u>	<u>Depart</u>
9:00am	10:00am	12:00pm
12:00pm	1:00pm	3:00pm
3:00pm	4:00pm	6:00pm
6:00pm	7:00pm	9:00pm

Sunday

<u>Arrive</u>	<u>Ceremony</u>	<u>Depart</u>
12:00pm	1:00pm	3:00pm
3:00pm	4:00pm	6:00pm

You are required to adhere to your scheduled ceremony and rehearsal time. You will not have access to the chapel and grounds before or after the arrival and departure times listed above.

Chapel Hill-Flower City Management

We are available Monday through Friday between 8:00am and 5:00pm, and Saturdays from 9:00am - 12:00pm by appointment. All inquiries and reservations are made by calling our office, Flower City Management at (585) 647-6116. If you receive voicemail, please leave a detailed message that includes your name, phone number and your desired wedding date. You can also contact us via e-mail at: christine@flowercitymanagement.com.

Rehearsals

The wedding rehearsal is a time to practice steps of the wedding rite. It is critical that you promptly arrive at your rehearsal with your plans in place and with the people who will be taking an active part in the wedding. The clergy who will be officiating your wedding is responsible for conducting the rehearsal. Rehearsals are scheduled at one-hour intervals on the evening preceding the wedding ceremony. Friday rehearsal times are 6:00pm, 7:00pm, and 8:00pm. If you are having a Friday afternoon wedding, your rehearsal will be scheduled on Thursday evening.

Chapel Hill Wedding Hostess Duties:

Include:

- 1) Open and close Chapel per designated time slot.
- 2) Present during rehearsal and wedding ceremony.
- 3) Perform inspection of Chapel before and after wedding ceremony with designated representative chosen by the Bride and Groom.
- 4) Set-up additional chairs.

Do not include:

- 1) Wedding coordinating and planning.
- 2) Conducting the rehearsal.
- 3) Appointments with clergy, musicians, photographers, florists, and any vendors requesting additional time before or after the "scheduled wedding ceremony time slot".

Alcohol

No alcoholic beverages are allowed in the Chapel, the bride's room or it's immediate surroundings, except as part of the religious ceremony.

Pets

Pets are not allowed in the chapel or on the grounds of Chapel Hill.

Smoking

In accordance with the Monroe County Department of Health, the Fire Marshall and 8 Prince Street Associates, there is no smoking in the chapel.

Parking

Parking has been reserved in front of the Chapel for the **Bride** and **Limousine** only. Parking is available behind the Chapel at 8 Prince Street for the wedding party and guests.

Handicapped Accessibility

A wheelchair lift is available off the main entrance to the Chapel. Please inform the wedding hostess if someone will need elevator service. The wedding hostess is the only person permitted to operate the elevator. The bride's room is not handicap accessible at this time. The wheelchair lift is to be used by handicapped only.

Fees and payments

The fee to reserve the Chapel is non-refundable and non-transferable. It is due in full upon reservation. This fee includes the services of the wedding hostess, the utilities (Chapel is heated and air conditioned), the three hour wedding time interval and the one hour rehearsal. All returned checks will carry a \$50.00 service charge. If any legal expenses are incurred by Chapel Hill regarding collection of your bill, you will be charged for all legal expenses. Gratuities to the wedding hostess are not included in your fee, and are left to the discretion of the Bride and Groom.

Checks are payable to: 8 Prince Street Associates, LLC. Please note the date and time of your event and the name of the bride and groom on your payment.

Please mail payments to: Flower City Management, 277 Alexander Street, Suite 200, Rochester, NY 14607

Outside Vendors

In order to guarantee the success of your event and in keeping with the standards of Chapel Hill, we reserve the right to restrict outside vendors who do not meet the requirements of Chapel Hill.

Cancellations

All payments are non-refundable and non-transferable.

I understand and agree to the terms and policy of Chapel Hill. I will provide a copy of this policy to my Florist, Photographer, Musician and other wedding vendors, so they will understand and respect the requests of the Bride, Groom, and Chapel Hill.

Chapel Hill requires that all changes in address, phone number, event date or time and cancellation, must be forwarded to our office in writing. A signature is required in the event of a wedding cancellation. Thank you.

Bride Date_____

Groom Date_____

Chapel Hill Representative