

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 friendly and hospitable 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.

Balcony

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

Music

Please inform your host of your music prior to your event. If your musicians need to practice in the chapel before your rehearsal, there is an additional fee of \$25 for 1-hour rehearsal time. Arrangements can be made with your host 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. Dripless and smokeless candles are mandatory. The lighting of the candles should be done by your florist or Chapel Hill Staff. Please ensure that candles are out 15 minutes before their removal, this 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. Please let us know who will be providing your flowers so that we can coordinate the time of the florist arrival, discuss any other details and answer any questions your florist may have. 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 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 safety reasons. Silk rose petals are allowed within the Chapel.

Personal Items

Chapel Hill, Flower City Management and 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, NY 14607. A map is enclosed in this packet to assist you with directions. In addition, please include the parking instructions, which can be obtained from our staff, for your guest as part of your invitation.

POLICIES (cont.)

Photography

Flash photos and videotaping are permitted for non-commercial use. You should check with your clergy regarding photos being taken during your ceremony. Also, check with your photographer regarding lighting; the chapel is relatively dark and this may be a factor to consider.

Wedding Ceremony times

Weddings are scheduled on Fridays, Saturdays and Sundays. Other days can be scheduled after checking with Chapel Hill Staff. You have the use of the chapel during the following time frame:

Friday

<u>Arrive</u>	<u>Ceremony</u>	<u>Depart</u>
2 p.m.	3 p.m.	5 p.m.

Saturday

<u>Arrive</u>	<u>Ceremony</u>	<u>Depart</u>
9 a.m.	10 a.m.	Noon
Noon	1 p.m.	3 p.m.
3 p.m.	4 p.m.	6 p.m.
6 p.m.	7 p.m.	9 p.m.

Sunday

<u>Arrive</u>	<u>Ceremony</u>	<u>Depart</u>
1 p.m.	2 p.m.	4 p.m.

Please 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 a.m.-5 p.m, and Saturdays, 9:00 a.m - 1:p.m. All reservations are made by calling Flower City Management at (585) 647-6116, extension: 104. If you receive voicemail, please leave a detailed message that includes your day and evening telephone numbers, and your wedding date. Your call will be returned as soon as possible.

Rehearsals

The wedding rehearsal is a time to practice steps of the wedding rite. Please come to rehearsal on time 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. Times are 6 p.m., 7 p.m., and 8 p.m. If you are having a Friday afternoon wedding you may rehearse on Thursday evening.

POLICIES (cont.)

Chapel Hill Staff 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. Conducting the rehearsal.
2. Appointments with clergy, musicians, photographers, florists, and any vendors requesting additional time before or after the "scheduled wedding ceremony time slot". An additional \$25.00 per hour will be charged.

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 and Chapel Hill, 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 at 15 Prince Street for the wedding party and guests.

Handicapped Accessibility

A wheelchair lift is available off the main entrance to the chapel. Please let the reservationist know if you will need elevator service. The bride's room is not handicap accessible at this time. The Handicap elevator is to be used by handicap persons only.

Fees and payments

The charge to reserve the Chapel is \$1,000 effective January 1, 2008. This fee includes the services of Chapel Hill representative. All returned checks will carry a \$25 service charge. If any legal expenses are incurred by Chapel Hill regarding collection of your bill, you will be charged for all legal expenses. **YOUR DEPOSIT IS NON-REFUNDABLE.** Gratuities 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 of your event and the name of the bride and groom.

Please mail payments to: Flower City Management, 277 Alexander Street, Suite 303, Rochester, NY 14607

POLICIES (cont.)

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 deposits and payments are nonrefundable and non-transferable.

I understand and agree to the terms and policy of Chapel Hill. A copy of this policy will be given to the Florist, Photographer, and Musician, so they will also understand and respect the requests of the Bride, Groom, and Chapel Hill.

Bride Date _____

Groom Date _____

Chapel Hill Representative

Designated Representative

(Please notify our office in writing of any changes: Address, phone numbers, event date or time, and cancellation)

Thank you,