

Greetings and Congratulations!

Thank you for considering Colgate Rochester Crozer Divinity School for your upcoming event. One of Rochester's most unique and professional facilities for hosting your ceremony and reception "all in one place".

The Samuel Colgate Memorial Chapel is one of the Rochester's exclusive sites for wedding ceremonies with seating available for 180 guests. It was built and designed by James Gamble Rogers in 1936 and is known as one of the noble buildings located in the south wedge neighborhood of Rochester.

The reception site includes the use of several rooms each with its own character. The main room is know as the Refectory, with hidden pocket doors leading into Remington lounge. The rooms have wood paneled walls and large plank flooring. The room highlights are cathedral ceilings, seven floor to ceiling windows, large brass candlestick style chandeliers and oversized stone fireplaces. Stewart lounge has a 12 ft high ceiling with ceramic inlaid design, wood paneled walls, and a large stone fireplace. There are Queen Anne chairs and love seats around the room giving it a vintage parlor look.

The reception site can accommodate up to 180 for a sit-down served meal in the main room, and up to 240 with obstructed view. From May 1st thru October 31st there is a tented area on the terrace of the reception site. It can accommodate your guests for the social hour before dinner or also can be rented for rehearsal dinners for up to 80 people. As of June 2008 the school will be fully air-conditioned.

Our Special Events Department will design gourmet creations that are served in the most elegant style. From a distinguished selection of fine wines to the artistic presentation of our sweet confections, we will indulge you and your guests with a delectable experience to talk about for years to come.

If you're looking for something different and unique, our creative professionals pledge to go the extra mile to make your event a complete and memorable success. Whether you are planning a wedding reception, corporate function or private party, you can relax while we take care of the details.

Please feel free to contact us at (585) 271-3108, if you have any questions or you would like to make an appointment to discuss menu ideas or tour our wonderful unique facility.

James A. Reynolds FMP CEC
Director of Special Events
Executive Chef

Judith McGaffick
Administrative Assistant

Chapel and Reception Suite Fee's

Chapel Ceremony and Reception Site

(4 hours chapel and 6 hours reception)

Fridays & Sundays

\$1000.00

Saturdays

\$1500.00

This fee includes the services of our on-site hostess to coordinate your event.

Reception Site Only

(6-hour reception)

\$800.00 Saturday

\$600.00 Friday or Sunday

\$1500.00 Deposit required to secure all events

\$5000.00 minimum food and beverage sale required for all Saturday events

\$4000.00 minimum food and beverage sale required for all Friday and Sunday events

Chapel Rental Only

The Chapel may be made available for ceremony only rental on
Saturdays from 9am till 2pm, Fridays from 2pm till 7pm

3 hour of use, does not include tented area on terrace

Time includes set up of florist, pictures and clean up

\$850.00

The rental fee is paid in full to reserve your date of the event, and
Is non refundable. Tentative holds cannot be placed on event dates.

THE FACILITIES ARE CLOSED ON SCHOOL RECOGNIZED HOLIDAY WEEKENDS
MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, GOOD FRIDAY, EASTER, THANKSGIVING
CHRISTMAS and NEW YEARS.

Checks are payable to Colgate Rochester Crozer Divinity School (CRCDS)

And can be mailed to:

Colgate Rochester Crozer Divinity School (CRCDS)

1100 South Goodman Street

Rochester, New York 14620-2589

Att: Director of Special Events

**Please note the date of your reservation and the name of the wedding party in the
Memo section of your check.**

Facilities Usage Policy

Colgate Rochester Crozer Divinity School

MINOR GROUPS Groups with a majority of guests from 16 to 21 years of age must have an approved supervisory/security officer present at each event. There will be an additional supervisory/security officer present for each 50 guests thereafter. Special Events Director/Facilities Director will verify and approve the agreed upon supervision/security selected. Verification must be on file with the special events department at least two weeks prior to the reservation date. All sorority and fraternity groups are considered minor groups.

MUSIC OR SOUND AMPLIFYING EQUIPMENT Because the school has many activities within the grounds, the volume of sound audible outside the building will not interfere with the students and other guests right to quiet enjoyment and use of other areas. This is not only a matter of consideration for others, it is the policy of the school, and the zoning with the City of Rochester. No music is allowed outside the building, with the exception of un-amplified, quiet music during the actual ceremony or social hour on the terrace area. Music in the building must be set up in the required space. All music must be over by 11:00pm with guests departing by 12:00am.

SET UP/TAKEDOWN AND DELIVERIES The facility staff is not responsible for the setting up/or taking down the tables and chairs. This is the responsibility of the User and must be completed within the contracted time period. Special arrangements can be made through our facility department to provide this service, you will be charged a per hour rate for all setup/take downs for your event. Please contact 585-271-1320 ext. 308, at least 30 days prior your event date to make arrangements and costs. **This does not apply to full service catered affairs.**

TERRACE AND LAWN No one may drive any motorized vehicle onto the terrace, walkway or lawn areas, and no stakes or anything similar can be driven into the lawn. Bar set ups are only permitted inside the building in designated areas. No outdoor patio games, golf balls hit, furniture, coverings, luminaries, open flames or decorations are permitted without specific written approval of the Special Events Director/Facilities Director.

DECORATIONS AND SIGNS Nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the facility, inside or outside, including the chapel and pews. All decorations other than free standing must be approved by Special Events Director/Facilities Director. No items can be attached to walls or ceilings. All items brought on to the school grounds, must be removed the same evening. The school reserves the right to bill the sponsoring party for removal of any left items. Please make sure your florist, musicians, etc. understand this policy.

CATERER The school provides its own catering services, Special Events, Inc., to provide for your needs. No food from outside vendors, potluck dinners, or drop off service is permitted without specific written approval from Special Events Director/Facilities Director. The Special Events Department can be reached at 585-271-3108. Please contact the special events department at least 30 days prior to your event.

VENDORS AND CONTRACTORS All vendors and contractors providing services at the school must carry adequate liability insurance. Insurance certificates must be on file with the Special Events Department 30 days prior to your event date. Any approved food vendor must be licensed with the Health Department and provide such proof 30 days prior to your event date. No homemade items may be sold or served at this facility. Certificates and licenses should be faxed to 585-340-9600. This applies to florist, bakeries, musicians and all other contractors.

CONFETTI AND RICE No confetti, rice, flower petals, birdseed, streamers, glitter, poppers, etc. may be thrown or used in or around the school grounds. Bubbles may be used outside of building only. Although balloons are allowed in approved areas, they are not permitted to be released outdoors within the school grounds.

CANDLES Only approved candles are permitted in approved areas of the building and terrace. No ground level candles or flames are allowed. All candles must be secured and protected by glass holders. Drip less and smokeless candles are recommended. The Special Events Director/Facilities Director reserves the right to disapprove of candles and usage deemed unsafe by our requirements. You must submit approval of all candle usage 30 days prior to your event date.

CHAPEL USAGE The school does not supply clergy for special events. It is the responsibility of the renting party to secure ordained clergy. If you do not have a member of the clergy to officiate, a suggested list of clergy may be obtained from the special events director. No judge or justice of the peace is permitted to officiate weddings at the school. All items brought in for your event, must be removed by the renting party upon conclusion of your event. The chapel must be left in the condition it was rented to you. Nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the facility, inside or outside, including the chapel and pews. Please make your florist aware of this policy.

ALCOHOLIC BEVERAGES Full bar service is permitted. No other alcoholic beverages may be served or allowed on the premises. Bar service must be set up and provided only in approved areas. Bar set ups are not permitted on the terrace area, however they may be set up just inside the doorway to the terrace tented area. All alcoholic beverages are to be arranged and supplied by Special Events, Inc. A contact person from the hosting party must be assigned to supervise the service and guests.

SMOKING In keeping with the Monroe County Health Department Laws, there is no smoking allowed inside any building within the school. There are designated areas outside the building supplied with receptacles for cigarette butts. Please refrain from dropping cigarette butts on the ground area, shrubs, and landscaped surroundings.

PARKING There are three approved parking lots for your guests to use. A total of 180 spaces are available. All have handicapped reserved sections. There is no parking permitted on the lawn area, sides of driveway area, blocking emergency areas, residence areas, or handicapped reserved sections without proper identification.

REHEARSALS If your event requires a rehearsal, a **one-hour time is provided on Friday nights at 7pm or 8pm** with no additional charge. Your time must be prearranged with the special events department. It is on the first come basis. If your rehearsal requires additional time, you will be billed \$55.00 per hour.

CANCELLATION In the unfortunate event of cancellation, please notify in writing the Special Events Department. No refund of payments will be issued. One transfer date will be allowed, if notified up to 6 months prior to your scheduled event date, if the new date is available.

TERMINATION BY SCHOOL The school reserves the absolute right, at any time prior to or during your use of the facilities, to cancel your reservation and to terminate this agreement in the event of emergency, casualty, physical damage to the building, or other occurrence which, in the sole discretion of the school administration or special events department, renders the rented space unsuitable or unsafe for use by you, or which requires the use of the facility for emergency purposes. Such occurrences include, without limitation, any of the following:

1. Fire, flood, earthquake, weather damage, or other casualty or act of God causing physical damage to the school
2. Fire, flood, earthquake, weather damage, or other casualty or act of God creating an emergency situation on property other than the school necessitating the use of the premises for coordination of emergency relief efforts.
3. Power failure, restrictive governmental laws or regulations, riots, insurrections, wars, or other causes beyond the school's reasonable control which render the school unfit for your intended use.

In the event that your reservation and this agreement are terminated pursuant to this provision, the school shall not be responsible or liable for any direct, indirect, incidental or consequential damages resulting from such termination.

CLEANING AND DAMAGE For your protection, you should make a pre-event inspection of the premises and notify the Special Events office of any discrepancies that might later affect your event. The following is required by all guests using our facilities.

1. Remove all decorations, personal property and rental equipment from the premises upon conclusion of your event.
2. Inspect facility for physical damage that may have been caused by your event.
3. Inform contractors, florist and coordinators of the rules and regulations of the school.
4. Have everyone in your group, including musicians, out of the facility by the contracted time .
5. In short, leave the building looking as it did when you arrived, with the exception of regular cleaning.

FAILURE TO FOLLOW ANY OR ALL OF THE RULES LISTED could result in additional charges being billed to the reserving group. If there is physical damage to the building, grounds, or its furnishings and equipment, you will be held liable until the cost of repair and/or replacement can be determined and satisfied. All additional charges shall be immediately due and payable.

I have read and agreed to the usage policy of Colgate Rochester Crozer Divinity School.

Date of Event

Room Or Area Rented

Start Time

End Time

Customer Signature

Date

Colgate Divinity School Signature

Date

