

GUIDELINES FOR RESERVATIONS OF WEDDINGS AND RECEPTIONS SPACE AT HAMILTON COLLEGE

Summer- Fall 2009

Wedding reservations

Please complete the included wedding application forms. Please review the section “**Wedding Policy**” which regards wedding reservations at Hamilton College.

Wedding Policy

Since all weddings are governed by the following regulations and guidelines, we ask that you read them carefully:

SCHEDULING

During the academic year (September–May), the College extends the privilege of using the chapel to Hamilton alumni and Hamilton employees. Available dates are term and semester breaks but not holiday weekends.

During the summer (June–August), weddings are accommodated as long as College routine is not disrupted.

Wedding rehearsals are scheduled for one hour; weddings are scheduled for one and one-half hours. The rehearsal and wedding must begin at the time designated, out of courtesy to others participating in your ceremony and other scheduled ceremonies.

Receptions will be accommodated if the bride or groom are alumni, or members of the Hamilton community (employed by the college or parents are employed by the college). There are a limited number of locations available for receptions. (Receptions cannot be accommodated after the second weekend in August)

Reservation times or dates **may not** be changed without contacting the Office of Campus Services in writing.

A limited number of guest rooms are available on campus. Guest rooms are available to alumni or employees of the college. Contact the Bristol Center Office at 859-4194 for reservations.

Rental fees will be based upon each individual reservation. In all cases the cost for support services, in addition to the rental fees, will be billed to the wedding party. In general, the rental fees will be as follows:

CHAPEL RENTAL FEES

The Chapel rental fee is waived for Hamilton Community members and Hamilton alumni. Costs for custodial and wedding support staff are **\$200.00** per reservation. This service fee is charged to all weddings.

The fee includes the following:

- A time block of at least one and one-half hour, a one hour rehearsal on the Thursday or Friday night preceding the wedding,
- Various accessories that reside in the Chapel
- A chapel attendant to assist you with Chapel questions at the rehearsal and wedding.

There is a *non-refundable deposit* of \$50.00. Please forward this amount within **ten days** of reserving the wedding date. If this fee is not mailed to us by the designated date and we have not received your reservation forms; then we will give the date to the next interested party. The balance of \$150.00 is due thirty days before the ceremony.

THE CHAPEL

The space available for weddings is the chapel, which seats 300 people.

1. All wedding parties will be charged a fee of **\$200.00** for use of the Chapel to cover staffing and basic cleaning of the Chapel before and after each wedding.
2. A ramp is provided on the north side of the Chapel for handicap access.
3. There is one bathroom on the first floor. The third floor has two bathrooms but is not handicap accessible. Third floor may be used as a waiting area for the bridal party but should not be considered as a dressing area for the bridal party. This space is not for exclusive use and hosts several faculty offices.
4. The Chapel is equipped with a complete sound system. If you intend to use microphones, or recorded music you must make arrangements in advance.
5. The Chapel owns six candelabras that are available for use: Two that hold one candle, two that hold three, and two that hold five candles. Flame candles can only be used on the altar. We recommend battery operated candles for any other use. Candle stands are not permitted in the Chapel unless they are used with battery candles. Electric candles with extension cords are prohibited.
6. The Chapel contains 12 black padded chairs that you have the option of using for the wedding attendants or musicians. If additional chairs are needed, please notify us at least one month prior to wedding date. Request for additional chairs may incur a delivery fee and a rental fee.

7. The chapel contains 32 pews, (16 on either side) and 10 windows (5 on either side) which can hold flower vases, battery operated candle stands and other forms of acceptable decorations.
8. The Chapel contains two music stands for musicians. Chamber groups should be encouraged to provide their own music stands.
9. The Chapel has two oscillating fans for cooling; **the chapel is not an air conditioned space**. Windows will be open for the ceremony. Please keep this in mind when planning any décor for the window sills that could be easily toppled by a breeze. Only battery operated candles are permitted in windowsills.
10. Hamilton College is not responsible for providing wheelchairs, hearing assisted devices, video or digital presentation equipment or any other items not mentioned above.
11. **Hamilton College does not provide kneelers.** You may rent kneelers on your own and have them brought in. Please notify the Office of Campus Services of your plans.
12. **Runners are not allowed for use in the Chapel.**
13. Hamilton College does not provide pedestals for floral arrangements. Please make sure your florist is aware of this.

WEDDING CLERGY/OFFICIANT

It is the responsibility of the couple to arrange for an officiant, clergy or Justice of the Peace, to conduct the wedding.

The Chaplain of the college may also be available to officiate. Nonetheless, should you desire their service, please consult with them personally, making arrangements well in advance of your wedding date.

CHAPEL ATTENDANT

A chapel attendant will be provided for your assistance during the wedding rehearsal and for the day of the wedding. This attendant can provide assistance with facilities concerns, parking regulation, greetings, the florist, and provide some basic audio-visual support for the wedding (i.e. provide a podium microphone for a reading). The attendants are not AV experts, so complicated requests may not be accommodated. If you have any questions about the campus or about these guidelines while at the Chapel, feel free to ask the attendant.

MUSIC FOR WEDDINGS

It is the responsibility of the wedding couple to make arrangements for music in consultation with the officiant.

A list of local musicians is attached as an index. For a list of local lodgings in the area please links with the website listed below:

<https://my.hamilton.edu/admission/visiting/accommodations.html>

The chapel is equipped with a baby grand piano and organ. The piano is tuned at the start of the summer wedding season. Request for additional piano tuning must be made 1 month prior and will be charged to the wedding couple.

AUDIO-VISUAL

Podium microphones are available for readings. The acoustics in the Chapel are very good, so other types of microphones should not be necessary. Officiants and musicians should not need a microphone. The Chapel is also equipped with a CD and tape player, and the Chapel attendant can assist in setting it up to play during the wedding. Complicated audio-visual needs are strongly discouraged in order to ensure your wedding runs as smoothly as possible.

WEDDING PARKING POLICY

The Hamilton College Department of Campus Safety is charged with the responsibility of enforcing the College's parking rules and regulations. We would like to ask you to help us to make your wedding event memorable and problem-free by notifying your guest of our perimeter lots, a short scenic walk from our chapel- (but which however do not include the areas adjacent to the chapel).

Campus Road, a County Highway which runs north and south between the Chapel and the Bristol Campus Center, has been designated by the Town Board of Kirkland, a "No Parking" road to ensure the passage of emergency vehicles at all times.

If your guests and drivers are not aware of parking restrictions along Campus Road, they should be informed of the following restrictions:

1. Please ask your guests to cooperate with your regulation by parking in the designated Admissions parking lot, Visitor parking and Alumni Center parking lot. And prior to your event, parking signs would have been put up by Campus Services at these lots.
2. The parking lots are located on College Hill Road just pass Campus road, that runs in front of the Chapel. **Please make sure you communicate to your guests they should not turn on Campus Road to find parking.** We can provide a map

for your use to duplicate and send to your guests. There are a few parking spaces behind Minor Theatre and Ferguson Residence Hall; however, we recommend you consider those for family and wedding attendants.

3. We would ask that you inform your limousine driver(s) to only enter and exit along Campus Road, located directly in front of the chapel. The Quad loop that runs behind the Chapel is too narrow for limousine and vans. This road also serves as emergency access for residence halls on inner quad. Therefore it cannot be blocked at any time. Drivers **cannot** remain parked on Campus Road for more than a brief period for drop off and pick up only. Please make sure your drivers are aware of this policy. Town of Kirkland Police may be contacted if a limo driver does not comply.
4. **Driving on sidewalks for access to the chapel by florist or wedding party transportation is strictly prohibited. Please communicate this regulation to your florists, photographers, musicians etc.** There is easy access to the chapel from the handicap ramp for florists or decorators to use for temporary access to the Chapel.
5. If you wish to have someone employed to direct traffic and advise guests of campus parking locations you can contact Campus Safety and they can put you in touch with a Contract Security company. Campus Safety personnel are not available for parking assistance. We recommend this arrangement if the anticipated guest count is over 200 people.

DECORATION GUIDELINES:

All decorating must be approved with the Office of Campus Services before the wedding takes place. In all instances, care must be exercised when installing decorations so that the Chapel interior is not damaged or defaced. If your florist is responsible for decorating, it **must** be communicated to them that tape or staples of any sort are **not** allowed to attach ribbon or bows to the pews. In most instances, a local florist will have already worked at a wedding here and should know the policy for the Chapel. The name, address and phone number of your florist must be given to our office for your file.

- a) All decorations **must** be removed within one hour following the end of the ceremony.
- b) Any decorations for indoor pillars or balconies must be approved prior to installation.
- c) The podium and altar table may be moved forward or back on stage but cannot be removed from the space.
- d) The curtains **may** be adjusted. However, it must be communicated to the Office of Campus Services whether you want them open or closed, as many times things are stored behind the curtains.
- e) The baby grand piano can be pushed aside if not in use but cannot be removed from the space.

A. FLOWERS

The wedding party must provide its own flowers and make appropriate arrangements with a florist. Floral decorations are restricted to the altar, pews and tables in the vestibule. Any bows or flowers must be attached to the pews by a bracket available through most florists. The florists may enter the chapel one hour before the wedding start time to decorate and or deliver the flowers.

B. PHOTOGRAPHS

You have one and one-half hours for the ceremony as well as your photo session. So please discuss your schedule for photography with your photographer prior to your wedding day.

- 1) Photographs may be taken, at no cost, in the Chapel and Bristol Center lawns. This service is provided **only to those people having weddings on campus.**
- 2) Photos in Root Glen are limited to those people having weddings on campus, alumni and employees of the college, and residents of Oneida County. A contribution is requested for the Root Glen Foundation that is used for the upkeep of the Glen. Only the wedding party and the photographer are permitted in the Root Glen. You need to reserve this space for wedding photos with the Office of Campus Services. Security will be notified of parties authorized to use the Glen for this purpose. The Glen and gardens are **not available for wedding ceremonies.**
- 3) Please contact Penny Carpenter in Campus Services X 4271 to request a Root Glen reservation sheet.

C. Birdseed may be thrown outside only. No confetti or rice. Petals are okay for interior (i.e. flower girls)

D. **SMOKING IS PROHIBITED IN ALL COLLEGE FACILITIES.**

E. Alcohol is not permitted in Chapel other than communion services.

F. The chapel has a build-in sound system you may use, however with the building's excellent acoustics the use of the built-in sound system may not be necessary.

Summer Maintenance:

Summer is a very hectic time for the college maintenance and construction crews. Work on college facilities may not be determined for the following summer at the time of booking. Hamilton College retains the right to access all facilities in order to accomplish on-going renovations, repairs and upgrades such as sidewalk repairs, roofing projects, exterior stonework etc.

Although it is not always possible to give couples advance notice of ongoing construction projects; Summer Programs will do everything in its power to assure a seamless event for your special day. We do want to remind couples that while our facilities provide a lovely backdrop for your event, the goal & priority of the college in the summer is to address facility needs for our current and upcoming students.

RECEPTIONS: (Pricing Summer 2008)

Receptions

Receptions cannot be accommodated during the academic year (*2nd week in August through May*)

Facility rental fees for the use of Bristol Center, Beinecke Village Annexes & Events Barn, Rogers Estate, or Dining halls will be based upon the set-up required for the reception. In general, the charges range from **\$525-\$800**.

Facility Rental Fees for Private Use:

The following facilities are available **exclusively** for the Hamilton Community for personal use on request or for events co-hosted by the College.

When multiple spaces are reserved for a function, the total rental charge will be a combination of the individual facility fee determined by the following pricing.

Bristol Center (*Terraces not available Summer 2008*)

For under 100	\$425	Bristol Hub only
For under 100	\$600	North Terrace & Hub
100 to 150:	\$750	Both Terraces and Hub

Tenting is **mandatory** for any use of the Terraces. We do not have adequate space in the Bristol Center for a rain site. Please review tent policy below

Bristol Hub comes with existing furniture. Furniture can be moved about the room but cannot be removed from the site.

Commons Dining Hall: *Limited Availability based on dining schedules for summer conference and summer camp business.*

100 to 200:	\$675.00
-------------	----------

Commons comes with existing furniture. There are 20 round tables and additional 5ft banquet tables. Any requests to bring in additional furniture or remove furniture from the space will incur additional labor charges

Bundy Dining Hall :

Up to 100 \$450

Beinecke Village Annex & Events Barn Social Space

Up to 100: Annex A \$450

101 to 200: Annex A & B \$550

201 to 250: Annexes & Barn \$750

Rogers Estate *Not available for dates after Aug 3rd*

Wedding parties under 100 guests

\$ 600.00

Guest rooms \$ 50.00/ per room/ per night

Additional guests in multiple occupancy rooms

\$10.00 per room per night

Tenting for front porch area is strongly recommended. The space cannot accommodate 100 inside if inclement weather. Please review tent policy below.

Rogers availability based on summer programs scheduled.

TENT POLICIES:

The College does not arrange for tent rental but can put you in contact with rental companies that are familiar with the space. Bristol Terraces and the porches of the Rogers Estate and Eells are the only locations where tents are permitted. Please keep in mind that the college **cannot** assure you alternative space in the event of inclement weather. Tent installations must be approved by Campus Services and the local codes office. Once you have contacted a tent company you must notify Campus Services for a Tent Permit. The Tent Permit is REQUIRED for all tent installations. The permit should be filled out by the tent company in conjunction with your caterer with regards to cooking regulations. Campus Services must receive completed tent permit no later than 30 days prior to event date.

Reception Facilities and their Capacities

Bristol Center: Hub 100 people

Terraces: 200 people

Bundy Dining Hall: 100 people

Commons Dining Hall: 150 people main hall

200 with mezzanine & balconies

Beinecke Village Annex 250 people

Rogers Estate 100 people

INSURANCE:

Special event coverage for **wedding receptions and rehearsal dinners** will be required for dates after January 2008. Additional costs range from \$ 90.00-\$200.00 per event. For further information please contact Dannelle Parker at 315-859-4372.

CATERING:

- 1) The College has a food service contract with the Bon Appetit Management Company and recommends Bon Appetit catering for your reception needs. Wedding receptions may be scheduled in College facilities **ONLY** if catering arrangements are compatible with the College food service schedule. Prices per person for meals and details on ordering procedures can be obtained by calling Bon Appetit at 859-4985 or 859-4992. Billing for catered events will be done directly with your caterer.
- 2) Bon Appetit is the **only** accepted service provider for the Little Pub due to liquor Licensing. Bon Appetit is the only service provider for receptions held in Commons Dining hall and Bundy Dining Hall due to contractual obligations.
- 3) An off campus caterer may be contracted for foodservice provided they meet NYS Health Department requirements and insurance liability policies are in place.
- 4) ***Bon Appetit must be allowed to compete in the bid process with other off-campus caterers for on campus events.***
- 5) Access to kitchen facilities is limited for off-campus caterers. Some locations have small kitchens and staging areas—others do not. Dining hall kitchen facilities are not available to off-campus caterers.

Approved caterers:

Bon Appetit Management Company 315-859-4975 Pat Raynard Gen Mgr.

Black Stallion Restaurant 829-9519

Silver Platter Caterers 736-1290

Your attention to these guidelines is appreciated. Any deviation from this policy may incur additional charges. Please direct further questions to Dannelle Parker at dparker@hamilton.edu or (315) 859 – 4372.