

**GUIDELINES FOR RESERVATIONS
OF WEDDINGS
AT HAMILTON COLLEGE
Summer- Fall 2007**

During the **academic year** (September–May) only weddings for Hamilton alumni and Hamilton employees will be accommodated. 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. 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)

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:

Weddings-Chapel

Costs for facility use, custodial and wedding support staff is **\$600.00** per reservation.

The fee includes the following:

- a time block of at least 2 hours, 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 \$100.00. 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 \$500.00 is due thirty days before the ceremony.

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, greeting 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.

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.

Facility Information -Chapel:

1. Reservation times or dates **may not** be changed without contacting the Office of Campus Services in writing
2. Chapel seating capacity is 300.
3. **SMOKING IS PROHIBITED IN ALL COLLEGE FACILITIES.**
4. No alcohol is permitted in Chapel other than communion services .
5. A ramp is provided on the north side of the Chapel for handicap access.
6. 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 bridal party but cannot be locked to general public since faculty members have offices on the third floor.
7. Parking signs are put up by the Security office at the Admissions parking lot, Visitor parking and Alumni Center parking lot. These 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 we recommend you consider those for family and wedding attendants.
8. 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.

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

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.

9. 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.
10. The Chapel is equipped with a complete sound system. If you intend to use microphones, or recorded music you must make arrangements in advance .The chapel also has a baby grand piano and organ. Arrangements for musicians must be made by bride or the groom. Campus Services will assist with names of musicians familiar with the Chapel upon request.
11. The Chapel owns several candelabras that are available for use. Six candelabras 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 .
12. 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 .
13. The Chapel contains two music stands for musicians. Chamber groups should be encouraged to provide their own music stands.
14. 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.
15. Hamilton College is not responsible for providing wheelchairs, hearing assisted devices, video or digital presentation equipment or any other items not mentioned above.

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 or overly demanding audio-visual needs are strongly discouraged in order to ensure your wedding runs as smoothly as possible.

DECORATIONS-Chapel

- 1) 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 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 small podium can be placed where you choose.
 - f) The baby grand piano can be pushed back if not in use but cannot be removed from the space.
- 2) Open flames candles are permitted on the altar only. Please purchase drip less candles wherever possible. Altar candlesticks are available for your use. Candles are permitted in the windows but must be battery operated or otherwise approved by Campus Services. Campus Services must be notified if candles will be used- please be specific.
- 3) **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.
- 4) **Runners are not allowed for use in the Chapel.**
- 5) Birdseed may be thrown outside only. No confetti or rice. Petals are okay for interior (i.e. flower girls)
- 6) **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.
- 7) Transportation providers for wedding party should drop off the wedding party along Campus Road .The Quad loop that runs behind the Chapel is too narrow for limousine and vans. 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.
- 8) Hamilton College does not provide pedestals for floral arrangements. Please make sure your florist is aware of this.

PHOTOGRAPHS:

- 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.