



Schuyler County Historical Society

108 N. Catharine Street, P.O. Box 651
Montour Falls, New York 14865
607-535-9741 / www.schuylerhistory.org

Lawrence Chapel Wedding Request

Thank you for considering the Lawrence Chapel for your wedding. The following process is required:

- Fill out and sign the Application for Dates.
- Review and sign the Guidelines and Conditions of Use to show your understanding and agreement.
- Mail the completed Application for Dates and signed Guidelines and Conditions of Use to the Schuyler County Historical Society, Attn: Jane Leszyk, or email the documents to janeleszyk@gmail.com.
- A telephone call will be scheduled to discuss the date(s) requested. Approval or denial of the request will be given during the call. If approved, payment must be received within one week or the requested date(s) may be made available to others. Checks should be made out to the Schuyler County Historical Society and mailed to the address below.
- After payment is received, further detailed information will be provided.

Please keep this page to guide you through the process.

Contact email: janeleszyk@gmail.com

Mail the Application for Dates and signed Guidelines and Conditions of Use to:
Schuyler County Historical Society
Attn. Jane Leszyk
P.O. Box 651
Montour Falls, NY 14865



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Lawrence Chapel Guidelines and Conditions of Use

- All applications for use of the Lawrence Chapel are subject to approval by the Schuyler County Historical Society or its designee.
- Use of the Chapel is seasonal, from May 1 to October 15. Visits to the property must be scheduled between May 1 and October 15.
- The Chapel is small, with 24 pews. Occupancy is limited to no more than 120. Altar space is also limited.
- Generally, bookings occur 6 to 18 months in advance of the planned use date. On some rare occasions, cancellations may make dates available on a shorter notice.
- The Chapel has electricity, but no sound or amplification equipment is available.
- The Chapel has very minimal heating and no air conditioning.
- There are no restroom facilities located in the Chapel or on the grounds.
- The property has no facilities for a reception.
- Events must be held during daylight hours due to lack of outside lighting and potential hazards of roadside parking. Parking is extremely limited. Most parking is along the roadway. Parking is not permitted on the lawns next to the Chapel.
- This facility is not ADA (Americans with Disabilities Act) compliant, and individuals with mobility impairments will find access challenging. This facility is not wheelchair accessible.
- Wine, beer and liquor are not permitted on the Chapel property.
- Smoking and open-flame candles are not permitted in the Chapel.
- The tossing of rice, confetti, bird seed or any other materials is not permitted on the Chapel grounds.
- Signs, balloons, ribbons and other materials must be removed within 24 hours after the event.
- **The fee for a wedding is \$700. Of that, \$300 is nonrefundable. The remainder is nonrefundable within 6 months of the scheduled wedding.**
- Fees for uses other than weddings will be determined on an event-by-event basis.
- **A Certificate of Insurance will be required. Please ask for the Certificate of Insurance requirements. The COI must be submitted no later than 60 days before the event.**
- Users hereby acknowledge their understanding that the appearances and qualities of the Chapel are provided as-is.
- Users hereby acknowledge they are responsible for ensuring their guests are aware of and follow all Chapel guidelines.

We have received and read the Guidelines and Conditions for the Use of Lawrence Chapel. We agree to abide by these rules and understand that failure to do so may result in cancellation of our event and/or assessment of fees for cleanup and damage if necessary.

Signatures and dates:

Spouse 1 _____

Spouse 2 _____



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Lawrence Chapel Application for Dates

Wedding Date (be sure to include the year)_____

Rehearsal Date (be sure to include the year)_____

Spouse 1 Full Name _____

Address_____

Home phone/Cell_____ Work phone_____

Email_____

Spouse 2 Full Name _____

Address_____

Home phone/Cell_____ Work phone_____

Email_____

Signatures:

Spouse 1_____

Spouse 2_____

Date_____